



U.S. Coast Guard Station Operations Manual

COMDTINST M3100.6

“Train, Maintain, Operate”





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COMMANDANT INSTRUCTION MANUAL M3100.6

Subj: U. S. COAST GUARD STATION OPERATIONS MANUAL

1. PURPOSE.

- a. This Manual prescribes policy, standards, instructions, and capabilities pertinent to Coast Guard station operations and is intended for use by operational commanders, station commanding officers/officers in charge, station personnel, as well as Coast Guard boat force customers.
- b. Every effort has been made to make this manual useful and applicable to all of the various Coast Guard organizational constructs that can be responsible for direct operational command of stations (Districts, Sections, Activities, Groups, Group/MSOs, Group/Air Stations, Parent Stations, etc.), provide support services to stations (ISCs, bases, MLCs, Activities, Groups, etc.), and all types of stations (Stations, Stations (small) – pooled and nonpooled, Parent Stations, Station-ANTs, Auxiliary Operated, Reserve Augmented, etc.). This may have in some cases necessitated ambiguity where I would have liked greater clarity. In situations where this manual does not address a specific organization construct or relationship and the application of a particular provision is unclear, users should seek clarification from their reporting senior and advise Commandant (G-OCS) of the need to clarify the provision in question.
- c. The diverse nature of operations at Coast Guard stations also means that this Manual cannot and is not intended to cover every contingency that may arise. Ultimately operational success depends on good safety practices, sound judgment, and common sense.

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarter units, assistant commandants for directorates, chief counsel, special staff offices at headquarters, group commanders, station commanding officers, and officers in charge shall ensure compliance with the provisions of this Manual.

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3. DIRECTIVES AFFECTED. None.
4. SUMMARY. This Manual provides doctrinal guidance to all types of stations and stations (small). It contains new policy that is based on best practices (e.g. Operation Standardization Board, Requirements for OOD, Master Training Lists, etc.). This Manual should be used as a guide for operational mission planning and execution. No provision in this Manual relieves personnel of their duty to use sound judgment or to take such emergency action as the situation may demand. When the need arises, special instructions or waivers may be issued by Commandant (G-OCS). The operational environment or mission demands may require on-scene deviation from prescribed instructions. Deviations are authorized, when, in the judgment of the commanding officer, officer in charge, or coxswain, they are necessary to ensure the safety of the crew or passengers or to the saving of a life. Such deviations should not be taken lightly and must be tempered by maturity, sound judgment, and a complete understanding of the situation, the mission, and the capabilities of the boats and crew.
5. FORMS AVAILABILITY. U. S. Coast Guard Training Record (CG-5285) is distributed through the Engineering Logistics Center. Administrative Remarks (CG-3307), Small Arms Record Firing Report (CG-3029), Unit Training Plan (CG-5293), and Coast Guard Mission Area Formal School Record (CG-5396) are available on the standard workstation in Jetform Filler.

TERRY M. CROSS
Assistant Commandant for Operations

RECORD OF CHANGES

[illegible]



**The Mission of a Coast Guard Station
Is to Operate Boats Safely and
Effectively in Support
of All Coast Guard Missions.**



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U.S. Coast Guard Station Operations Manual

Preface

Introduction

This section provides an explanation of how to use the U.S. Coast Guard Station Operations Manual, COMDTINST M3100.6. This Manual describes the general operating procedures for Coast Guard stations that are applicable to all shore-based boat (standard and non-standard) operations.

The Manual should be used as a guide for operational mission planning and execution.

No provision in this Manual relieves personnel of their duty to use sound judgment or to take such emergency action as the situation may demand.

In this Chapter or Section

Topic	See Page
How to Use This Manual	v
Purpose of This Manual	vi

References for this Manual

Each section has its own reference section, when needed.



Section A. How to Use this Manual

Introduction

Each chapter includes its own table of contents and is divided into sections.

A glossary, key word index and list of acronyms and abbreviations are located at the end of this Manual.

Chapter Layout

The first page of each chapter includes an *Introduction*, an *In this Section* (which lists each section title), and a *References for the Chapter*.

The first page of each section includes an *Introduction* and *References for the Section*.

In the left column of each page is the block title, which provides a descriptive word or phrase for the corresponding block across from it.

The block title hierarchy is in order of descending detail as shown below:

- ❑ **Level 1 – Times New Roman Bold**
- ❑ ***Level 2 – Times New Roman Bold Italics***
- ❑ Level 3 – Times New Roman Regular
- ❑ *Level 4 - Times New Roman Regular Italics*

Notes, Comments, Caution, and Examples

Throughout the Manual, phrases of particular interest or information are emphasized in either a rectangle or with the words “**NOTE:** **CAUTION** or **COMMENT**” beside it.

Most *Examples* are italicized.

Generalization

Because of the need to generalize, wording such as “normally,” “etc.,” “usually,” and “such as” is employed throughout this Manual.

Words or clauses of this nature shall not be used as loopholes, nor shall they be expanded to include a maneuver, situation, or circumstances that should not be performed or encountered.

References for this Section

Commandant Instructions and other official documents are included here.



Section B. Purpose of this Manual

Introduction

The chapters in and appendixes to this Manual provide guidance for the management of shore-based boat operations in general, and station operations in particular.

The procedures and guidance contained in this Manual are derived from existing directives where available.

Procedures

This Manual is not intended to cover every contingency that may arise, nor every rule of station or boat operations and good practice.

Successful operations require the exercise of good judgment and common sense at all levels of command.

Deviation

When the need arises, special instructions or waivers may be issued by Commandant (G-OCS); the operational environment, mission demands may require on-scene deviation from prescribed instructions or procedures when, in the judgment of the Commanding Officer, Officer-In-Charge, or coxswain, such deviation is necessary for safety or the saving of life.

Such deviation must not be taken lightly and must be tempered by maturity, sound judgment, and a complete understanding of the station, its boats, mission and crew.



Chapter 1

Boat Station Types

Overview

Introduction

This chapter provides an overview of the various types, locations, and missions of Coast Guard Boat Stations, as well as the types of boats used in the prosecution of assigned missions.

It prescribes general operating procedures for Coast Guard stations that are applicable to all shore-based boat (standard and non-standard) operations.

Stations operate a variety of boats because of the variety of missions and operating areas.

Boat Station Types

There are two types of Coast Guard Boat Stations, stations and stations (small).

In this Chapter

This chapter contains the following:

Topic	See Page
Station	1-2
Station (small)	1-3

References for this Chapter

Staffing Standards Manual **COMDTINST M5312.11 (series)**.

Operating Facilities (OPFAC) of the U. S. Coast Guard, **COMDTINST M5440.2 (series)**.



Section A. Station

Introduction

This section defines the CG station and discusses its functions and elements.

Definition

A station is a Coast Guard shore facility with an OPFAC, command cadre, and permanently assigned duty standers, unit boat allowance, and equipment, which reports to a Group, Section or Activity command, or District Commander (D17).

Elements

The elements of a station shall include, but are not limited to the following:

- ❑ Multi-mission shore facility
 - ⇒ Duty crew berthing
 - ⇒ Vessel moorings and maintenance
- ❑ Operate boats in support of designated missions.
- ❑ Provided with boat and personnel allowances.
- ❑ Station administration
- ❑ Provide unit-level training and equipment maintenance.
- ❑ Responsible for their own internal supervision.
- ❑ Receive support and services from a District office, Group (or Activity) office, Base, Integrated Support Command, Air Station or other host command.

Reserve Augmented Station

A station that relies on reserve personnel for at least one third of its primary duty section staffing for three or more months a year.

Parent Station

A parent station is a station with one or more subordinate stations (small).

Its command cadre allowance may be different from that of a typical station to account for the increased responsibility associated with the assignment of subordinate stations (small).



Section B. Station (small)

Introduction	This section defines the CG station (small) and discusses its functions and elements.
Definition	A station (small) is a minimally staffed and resource constrained unit that receives operational direction, command, and support from its parent station.
Elements	<p>The elements of a station (small) shall include, but are not limited to the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Multi-mission shore facility <ul style="list-style-type: none"> ⇒ Duty crew berthing ⇒ Vessel moorings and limited maintenance <input type="checkbox"/> Operate boats in support of limited missions <input type="checkbox"/> Provided with boat and personnel <ul style="list-style-type: none"> ⇒ Auxiliary operated stations (small) may, or may not have boats or personnel assigned. ⇒ Non-pooled stations (small) normally have boat and personnel allowances. <input type="checkbox"/> Provide unit level training and limited equipment maintenance <input type="checkbox"/> Responsible for their own internal supervision <p>Receive support and services from a parent station, District office, Group (or Activity) office, Base, Integrated Support Command, Air Station or other host command.</p>
<i>Non-Pooled Station (small) Definition</i>	A station (small) with permanently assigned personnel. These units will be assigned an Operating Facility (OPFAC) number, unit boat allowance and Officer-In-Charge (OIC).
Auxiliary Operated Station (small) Definition	A station (small) that relies on auxiliary members for its primary duty section staffing for three or more months a year is considered to be an “auxiliary operated” station. Auxiliary operated stations may or may not have an active duty command cadre (i.e., OIC).
<i>Pooled Station (small) Definition</i>	<p>The pooled station (small) is essentially a “remote operating location”.</p> <p>A station (small) appears in the Operating Facilities (OPFAC) of the U. S. Coast Guard, COMDTINST M5440.2 (series), but will not have an assigned OPFAC number, assigned unit boat allowance, personnel, or an OIC. The parent station for this pooled station (small) has additional personnel to operate a boat from the physical location of the station (small).</p>
Reserve Augmented Station Definition	A pooled station (small) that relies on reserve personnel for at least one third of its primary duty section staffing for three or more months a year is considered to be a “reserve augmented” station.



Chapter 2

Mission Types

Overview

Introduction

Stations are the Coast Guard's most numerous and widely distributed units. As such, they may be called to perform in or support any Coast Guard mission area.

District Commanders are responsible for articulating which missions each station shall pursue.

Mission tasking shall be based on each station's ability to support and fulfill required station operational requirements from a strategic perspective.

No lack of formal assignment of a mission area shall preclude stations from performing the full range of Coast Guard missions on a tactical level.

This chapter discusses the Coast Guard mission areas most frequently supported by stations.

In this Chapter

This chapter contains the following:

Topic	See Page
Search and Rescue (SAR)	2-3
Enforcement of Laws and Treaties (ELT)	2-12
Recreational Boating Safety (RBS)	2-19
Marine Safety and Security (MSS)	2-22
Defense Operations (DO)	2-23
Short Range Aids to Navigation (SRA)	2-26
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Marine Protected Species	2-31
Natural Disaster/Civil Preparedness	2-33

Reference

Each section has its own reference, description and authority paragraphs.

Continued on next page



Overview (continued)

Core Mission

Stations are universally expected to be able to:

- ❑ Safely operate assigned boats to the environmental and mission limitations described in the boat's operating manuals or in Coast Guard doctrine/policy, whichever is more restrictive.
- ❑ Support the District mandated "Alert" posture.

NOTE:

The operational commander (Group, Activity, Section, for D17, District) shall be immediately notified by record correspondence whenever either of these aforementioned universally expected conditions are not met.

- ❑ One of the station CO/OIC's greatest responsibilities is to ensure boat crews and individual members only undertake those missions and tasks for which they are fully qualified, and for which the inherent risk has been properly assessed and managed using the principals of Operational Risk Management (ORM).
- ❑ The number and complexity of Coast Guard missions makes it impossible to have personnel qualified in every task in every mission area at every station.
- ❑ Personnel, training, and qualification limitations frequently dictate that stations limit support for many missions by only providing transportation for qualified personnel from other units or organizations.

Operations Standards Board

The Operations Standards Board's (OSB) function is to foster professional development of the crew through review of operational incidents, mishaps, and processes, and to advise the CO/OIC on matters pertaining to unit standardization, mission performance and other related topics.

Stations are strongly encouraged to establish and maintain an OSB composed of experienced surfmen, coxswains, boat engineers, boat crew members, boarding officers, communications watchstanders, and OODs (if applicable).

Stations may establish and maintain several OSBs (e.g., ELT OSB, OOD/Communications Watchstander OSB, Coxswain OSB) to allow for a more thorough, focused consideration of station operations.

The OSB shall meet as required by the CO/OIC.



Section A. Search and Rescue (SAR)

Overview

Introduction

This section provides an overview of the role of boat stations in support of the Coast Guard's Search and Rescue (SAR) program.

Boat stations are responsible for 70% of the lives saved and 90% of the property saved by the U.S. Coast Guard. Station boats perform 75% of all SAR sorties.

Authority

The Coast Guard is authorized by law to:

- ❑ Develop, establish, maintain, and operate search and rescue facilities.
- ❑ Perform any and all acts necessary to rescue and aid persons.
- ❑ To protect and save property at any time and at any place where its facilities and personnel are available and can be effectively used.

It is important to note that the law **authorizes** the Coast Guard to undertake SAR missions, but, because of the critical importance of evaluating each mission and risk individually, the law **does not compel** the Coast Guard to undertake any particular mission.

In this Section

The following topics are discussed:

Topic	See Page
SAR System and Program Objectives	2-4
SAR Mission Organization	2-5
SAR Communications	2-6
Initial Action	2-8
SAR Planning	2-9
SAR Operations	2-10
Public Relations	2-11

References for this Section

National Search and Rescue Manual, Vol I, **COMDTINST M16120.5 (series)** and Vol II, **COMDTINST M16120.6 (series)**.

U.S. Coast Guard Addendum to the National Search and Rescue (SAR) Manual, **COMDTINST M16120.5** and **COMDTINST M16120.6**, **COMDTINST M16130.2 (series)**.

Telecommunications Manual, **COMDTINST M2000.3 (series)**.

Boat Crew Seamanship Manual, **COMDTINST M16114.5 (series)**.

Group and Station Communications Watchstander Qualification Guide, **COMDTINST M16120.7**.

Motor Lifeboat (MLB) & Utility Boat (UTB) Standardization Program Manual, **COMDTINST M16114.24 (series)**.

Operational Risk Management, **COMDTINST 3500.3 (series)**.

IMO/ICAO International Aeronautical and Maritime SAR Manual, Vol I, Vol II and Vol III.



SAR System and SAR Program Objectives

SAR System

The SAR System is an arrangement of components activated, as needed, to assist persons or property in potential or actual distress.

System Components

Station SAR system components may include:

- ☐ Station personnel
 - ⇒ Communications watchstanders
 - ⇒ Boat crews
- ☐ Boats and equipment
- ☐ Vehicles and equipment
- ☐ Buildings, property, and equipment

Program Objectives

These objectives define America's expectations of the Coast Guard's maritime search and rescue system.

- ☐ To minimize loss of life, personnel injury, and property loss and damage in the maritime environment.
- ☐ To minimize search duration and crew risk during SAR missions by applying the principals of Operational Risk Management.
- ☐ To maintain a world leadership position in maritime search and rescue.

Program Standards

The response standards of particular applicability to station operations include:

- ☐ **Command and Control.** Initiate action within five minutes of initial notification of a distress incident.
- ☐ **SAR Response.** A Bravo-Zero (B-0) response time is defined as a search and rescue unit underway within 30 minutes of notification of a distress.

NOTE:

District Commanders establish station readiness (i.e., "Bravo") requirements.

A readiness lower than B-0 (e.g., B-2) may be appropriate in certain areas and at certain times of the year.



SAR Mission Organization

SAR Coordinator (SC)	The District Commander, as SAR Coordinator (SC) , mandates the SAR mission organization, assigning responsibilities for the SAR Mission Coordinator (SMC), On-Scene Commander (OSC), and Search and Rescue Units (SRUs) for any mission.
SAR Mission Coordinator (SMC)	<p>SAR operations are carried out under the guidance of a SAR Mission Coordinator (SMC).</p> <p>SMC shall not be delegated below the Group (or Activity) level.</p>
On-Scene Commander (OSC)	<p>SMC shall designate an On-Scene Commander (OSC) to coordinate SAR actions.</p> <p>A station may serve as a shore-based OSC if communications and adequately trained personnel are available.</p> <ul style="list-style-type: none"> ❑ The first unit on scene assumes OSC until the SMC directs that unit be relieved. ❑ OSCs should be thoroughly familiar with the National SAR Manual and appropriate SAR plans (District, Area, Group, etc.).
Search and Rescue Unit (SRU)	<p>A Search and Rescue Unit (SRU) is a unit with trained personnel and equipment for SAR operations.</p> <p>Station personnel, boats, or vehicles may be used as SRUs.</p> <ul style="list-style-type: none"> ❑ SRUs are subordinate to the OSC (or SMC). ❑ SRUs should be staffed, equipped and proficient in the SAR skills necessary to accomplish the mission. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>If a SRU is alone on-scene, the SRU shall perform OSC duties and keep the SMC advised.</p> </div>



SAR Communications

Objective

To obtain information on a distress incident and disseminate it promptly to all units and commands capable of providing assistance.

To closely coordinate participants during the SAR operation is necessary to save the lives and property involved.

SAR Communications Coordination

Stations shall guard distress channels when the Group (or Activity) cannot adequately satisfy mission requirements (e.g., bad communications in a particular area, equipment failure).

Coordination of SAR telecommunications closely follows the SAR organization structure. Stations, station boats or vehicles, and station personnel shall communicate in accordance with the following:

- ❑ SMC selects SAR frequencies, informs OSC or SRUs, and establishes communications with parent agencies.
- ❑ OSC controls communications on scene subject to the instructions and direction of the SMC.

NOTE:

SRUs communicate through the OSC. Station boats shall communicate with the station via the OSC unless otherwise directed.

Stations are not normally staffed or trained to maintain a continuous national distress system communications watch

The Role of Station's Communications Watch

Frequently there is no requirement for stations to maintain a live communications watch. The decision to maintain such a watch must be based on the unit operational tempo, communications capabilities of the station's parent command, and the needs of the unit.

In the event the station maintains a communications watch, if only while actively engaged in SAR, this watch is an essential component in effective SAR communications coordination.

The station's communications watch is the command and control conduit for station boats and vehicles not actively engaged in SAR action. **SMC directed actions shall take precedence over other non-SAR related activities.**

Continued on next page



SAR Communications (continued)

Communications Watchstander

The communications watchstander is often the first person to become aware of an emergency or potential emergency. The station watchstander:

- ❑ Must collect and disseminate the incident information.
- ❑ Perform duties as directed by the SMC (or OSC if the station is designated a shore-based OSC), including:
 - ⇒ Facilitating the flow of information between the distressed party and the SMC, as well as communication between the OSC and SMC.
 - ⇒ Assisting in the collection of SAR case information. (e.g., Preliminary Communications (PRECOM), Extended Communications (EXCOM))
 - ⇒ Coordinating local SAR or emergency response.

Collocated Stations and Groups

Where groups and stations are collocated, the group communications watchstanders normally serve the communications watchstanding function for the station.

Communications Searches

SMCs conduct communications searches when facts are needed to supplement initially reported SAR information.

The two types of communication searches are the preliminary communication search (PRECOM) and extended communication search (EXCOM). They are usually conducted sequentially.

In many instances, SMCs may request subordinate units to actually perform the PRECOM/EXCOM functions due to the subordinate unit's increased familiarity with their own AOR.

Stations shall maintain accurate up-to-date lists of contacts (e.g., major facilities and agencies) for PRECOM and EXCOM searches for their AOR. These lists shall be made available to the SMC.



Initial Action

Station Initial Action

After the initial report of an emergency or potential emergency is evaluated and assigned an emergency phase (i.e., DISTRESS, ALERT, or UNCERTAINTY), the station usually has one of three possible actions:

- ❑ Dispatch an SRU immediately, or request other facilities (i.e., another agency) to act (i.e., DISTRESS phase).
 - ⇒ Stations are authorized to respond without specific tasking from the SMC if it is within the guidelines SMC has previously provided.
 - ⇒ May conduct initial response search planning for single unit response SAR incidents.
 - ❑ Act in accordance with the Maritime SAR Assistance Policy for incidents classified as non-distress.
 - ❑ Notify their operational commander or other response agencies and ask for direction.
-



SAR Planning

Procedures

SAR planning shall normally be conducted by the SMC.

SAR planning for a station is normally restricted to planning for the **initial**, single unit response and will normally include:

- ❑ Utilizing Operational Risk Management to determine what response, if any is appropriate in accordance with the principles of Team Coordination Training.
 - ❑ Selection of the appropriate resource, equipment, and crewing.
 - ❑ Establishment of datum (i.e., the most probable location of the distressed vessel(s) or person(s)).
 - ❑ Development of initial response search plans and designation of an on-scene commander (OSC).
-

The first SRU on scene for a search mission should deploy a datum marker upon arrival; time, position, and description of the datum marker should be reported to the SMC. Further details regarding considerations for datum marker deployment, conditions under which deployment should not be considered, etc., can be found in the National Search and Rescue Manual, Vol I, COMDTINST M16120.5 (series) and Vol II, COMDTINST M16120.6 (series) and U.S. Coast Guard Addendum to the National Search and Rescue (SAR) Manual, COMDTINST M16120.5 and COMDTINST M16120.6, COMDTINST M16130.2 (series).



SAR Operations

Procedures

SAR operations should begin with the least possible delay, starting with SRU briefing and dispatch, and ending when the search objective is located and recovered or the search is suspended.

Initial mission planning and crew briefing is extremely critical to effective mission performance and most importantly, crew safety.

SAR operations shall be conducted in a professional and predictable manner. SAR briefings communications search execution and all reports should be conducted in accordance with the National SAR Manual, the Coast Guard Addendum to the National SAR Manual, and the Telecommunications Manual. Any deviations from prescribed procedures shall be communicated to the SMC via the OSC.

SAR Subject Family Member Participation

Participation of the family members of the subject of SAR operations should be limited because of safety considerations, and the next of kin should be spared the potential emotional impact of the distress site.

Keeping family members informed of case progress is an essential element of SAR case management.

Trespassing

Coast Guard personnel engaged in SAR operations should obtain permission from the owner or occupant before entering private property.

- ☐ If this is not possible, then the SMC must grant permission before private property is entered.
- ☐ Only when saving a person's life, can immediate action be taken.

Searches for Bodies

The Coast Guard is not required to conduct searches for bodies. If requests are received from responsible agencies, such as local police, military commands, etc., Coast Guard units may participate in body searches provided that these searches do not interfere with the primary duties of the units.

Stations are not provided the specific gear or training to conduct underwater searches for bodies; their involvement is usually as a support platform for other agencies.



Public Relations

General Information

SAR operations often create a great interest with the general public and the media. Stations should seek concurrence from the SMC before responding to public relations inquiries.

Relatives of missing persons may also seek information. Proper concern must be shown for their stressful situation. Relatives should be referred to the SMC for any information.

Next of kin notifications shall be made in accordance with IMO/ICAO International Aeronautical and Maritime SAR Manual, Vol I, Vol II and Vol III.

Group Commanders are specifically required to make next of kin notifications.



Section B. Enforcement of Laws and Treaties (ELT)

Overview

Introduction

This section provides an overview of the role of boat stations in support of the Coast Guard's Enforcement of Laws and Treaties (ELT) program.

The Coast Guard is the nation's leading maritime law enforcement agency and has broad, multi-faceted jurisdictional authority. Coast Guard law enforcement responsibilities encompass all federal laws and regulations applicable in the maritime realm.

The vast majority of recreational and commercial vessels encountered by the Coast Guard in the course of ELT operations are operated by law-abiding citizens who are entitled to be treated with courtesy, respect, and due consideration for the nature of any legitimate activity in which they are engaged.

The effectiveness of the ELT program depends on public support for the importance of the laws we enforce, and public recognition of the professional manner in which we discharge our enforcement responsibilities.

In this Section

The following topics are discussed:

Topic	See Page
Description and Authority	2-13
ELT Response	2-14
ELT Patrols	2-15
ELT Boarding	2-17
Coordinating ELT Activity	2-18

References for this Section

Maritime Law Enforcement Manual (LEMAN), **COMDTINST M16247.1 (series)**.

Maritime Counter Drug and Alien Migrant Interdiction Operations, **COMDTINST M16247.4**.

Boarding Officer/Boarding Team Member Personal Qualification Standard (BO/BTM PQS), **COMDTINST M16247.3 (series)**.

Operational Risk Management, **COMDTINST 3500.3 (series)**.



Description and Authority

Description

Station law enforcement operations generally include a variety of activities within the station's area of responsibility (AOR), including:

- ❑ Responding to reports of observed violations of maritime laws or regulations.
- ❑ Patrols to detect and deter unsafe boating and unlawful maritime activity.
 - ⇒ Boardings to detect and suppress violations of all federal laws and educate the boating public.
- ❑ Coordination activities with waterways user groups (e.g., fishing associations, recreational boating groups), community leaders, and other law enforcement entities.

Authority

Various sections of Titles 8, 14, 16, and 46 U.S.C., several Executive Orders, and Presidential Decision Directives contain authority to conduct the Coast Guard's ELT mission.



ELT Response

Procedures

Stations shall respond to reports of observed violations of U.S. laws or regulations (including pollution laws) in their area of responsibility when it is (1) lawful and appropriate, and (2) the resources required to respond in a safe and effective manner are available.

- ❑ Stations shall contact their operational commander **before** dispatching any resources:
 - ⇒ If there is any question whether or not the requested (or intended) action is lawful and appropriate.
 - ⇒ When there are significant potential risks to people or property, including Coast Guard persons or property (e.g., shots fired).
 - ⇒ If the station's resources (people or equipment) are inadequate for a safe and effective response.
 - ❑ Stations shall contact their operational commander **immediately after** dispatching resources for any ELT response.
 - ❑ Stations shall integrate the principals of ORM into daily processes, as appropriate, to help ensure mission success and safety of personnel.
 - ❑ ELT response actions generally require close coordination with other agencies. Up-to-date agency contacts for ELT response operations within the station's AOR should be maintained at the station and Group (or Activity).
-



ELT Patrols

Conducting Patrols

Stations conduct law enforcement patrols to detect and deter unsafe boating and unlawful activity within their area of responsibility (AOR).

ELT patrols should only be conducted when there is a:

- ☐ Clear, articulable objective, and a
- ☐ Reasonable possibility of meeting that objective.

Planning

Station law enforcement operations must be sharply focused on national and regional law enforcement objectives.

Factors to be considered in planning and executing law enforcement operations should include the:

- ☐ Law Enforcement Threat
- ☐ Station AOR
- ☐ Resource Status
- ☐ Availability of Personnel
- ☐ Assessment of Risk using ORM

Law enforcement patrols may include multiple objectives.

Questions to Ask

- ☐ What is the intended objective?
- ☐ What are the potential risks and expected benefits?
- ☐ Has the ORM process been applied to the mission planning, and is the mission risk continuously evaluated throughout the evolution?
- ☐ Who should be contacted to ensure effective patrol coordination (e.g., other CG units, and law enforcement entities)?
- ☐ Where, When and How should the patrol be conducted to achieve the desired results and maximize the opportunity to be successful.

Boardings are normally conducted in conjunction with patrols to ensure compliance with applicable U.S. laws and regulations.

Vessel Safety and Related Law Enforcement Patrols

Patrols to detect recreational and other vessel safety violations and deter unsafe boating practices can normally be considered low risk.

Expected benefits include a potential reduction in the number and severity of SAR incidents.

Recreational Vessel Safety Patrols

Patrols intended to detect and deter unsafe boating should normally be conducted in high traffic density areas during times when traffic density is expected to be the greatest, or during times when SAR cases have historically occurred. In most instances, these patrols should be conducted in a highly visible manner to maximize the potential deterrent effect.

The use of Coast Guard Auxiliary facilities to provide a Coast Guard presence is strongly encouraged.

Continued on next page



ELT Patrols (continued)

Commercial Vessel Safety Patrols

Commercial vessel safety patrols (e.g., commercial fishing vessels, towboats, uninspected passenger vessels) shall be coordinated with the cognizant COTP/MSO through their operational commander.

- ❑ At-sea enforcement of commercial fishing vessel safety regulations is normally conducted in conjunction with fisheries law enforcement operations.
- ❑ At-sea enforcement of safety regulations for commercial vessels, other than commercial fishing vessels will normally require the involvement of COTP/MSO personnel because of the complex nature of commercial vessel regulations.

Drug Law Enforcement Patrols

Station drug law enforcement operations are normally restricted to action taken in response to drug smuggling information (i.e., response operations).

Stations should not normally conduct drug law enforcement patrols unless the District Commander has assigned this mission.

Drug law enforcement patrols shall be coordinated with the Group, Activity or District Commander (D17).

Immigration Law Enforcement Patrols

Station immigration law enforcement operations are normally restricted to action taken in response to migrant smuggling illegal entry information (i.e., response operations).

Stations should not normally conduct immigration law enforcement patrols unless this mission has been assigned as per the District Commander's mission designation statements.

Immigration law enforcement patrols shall be coordinated with the Group, Activity or District Commander (D17).

Fisheries Law Enforcement Patrols

These patrols should be coordinated with the Group, Activity or District Commander (D17), other Coast Guard units, and other federal (e.g., NMFS and U.S. Fish and Wildlife Service (FWS)), state, and local fisheries enforcement agencies.

Fishing activity is generally area/location, time/season, species, and gear specific.

The patrol times and locations should be based on the specific enforcement objective.

- ❑ Patrols on the fishing grounds allow for effective enforcement of gear, catch, permit, and safety laws and regulations.
- ❑ Patrols in the transit areas can allow for effective enforcement of catch-related laws and regulations (inbound transits) as well as applicable safety laws and regulations (inbound or outbound transits).



ELT Boarding

Conducting Boardings

ELT boardings may be conducted in conjunction with ELT patrols or an ELT response, or at the conclusion of a SAR case.

ELT boardings are conducted to enforce all applicable U.S. laws and educate mariners on the proper and safe practices associated with operating vessels.

In most instances station ELT boarding activities should be focused on a certain activity (e.g., recreational boating, commercial fishing).

In every instance, vessel inspections as well as any searches for criminal activity (based on reasonable suspicion developed during the course of the vessel inspection) shall be done as thoroughly and expeditiously as possible so as to interfere as little as possible with legitimate voyages.

All boardings must be complete and thorough. Superficial checks defeat the purpose of vessel boardings.
--



Coordinating ELT Activity

With Other Law Enforcement Agencies

To ensure safe and effective ELT operations, stations must establish and maintain a close, working relationship with local law enforcement entities.

Stations should meet with local law enforcement entities on a regular basis to discuss enforcement issues of mutual concern and identify opportunities to improve coordination and cooperation.

Meetings with other law enforcement officials should be closely coordinated with the station's operational commander.

Other Federal Agency Involvement in Maritime Law Enforcement Operations

In all cases where other federal law enforcement agency or DOD personnel are included in a USCG boarding team from a USCG platform, the:

- ❑ USCG boarding officer shall remain in charge of the boarding team, and
- ❑ All non-USCG personnel must agree in advance to follow the USCG boarding officer's direction and comply with USCG policy governing the use of force during vessel boardings.

DOD personnel are prohibited from direct participation in search, seizure and arrest. All concerned must be sensitive to the extent of the statutory authority of non-USCG personnel for participation in at-sea boardings.

Assisting State and Local Law Enforcement Agencies

Stations may assist state and local law enforcement agencies, resources permitting.

Specific guidance regarding assistance to state and local law enforcement agencies is contained in the Maritime Law Enforcement Manual (LEMAN), COMDTINST M16247.1 (series).



Section C. Recreational Boating Safety (RBS)

Overview

Introduction

The purpose of the Recreational Boating Safety (RBS) program is to minimize the loss of life, personal injury, property damage and environmental impact associated with the use of recreational boats, through preventive means, in order to maximize safe use and enjoyment of U.S. waterways.

Description

Stations support the RBS program through their interactions with the boating public and state and local boating authorities, and their support of the Coast Guard Auxiliary. RBS activities supported by stations include:

- ❑ RBS patrols and boardings
- ❑ Community education efforts
- ❑ Support of Coast Guard Auxiliary RBS programs, including:
 - ⇒ Vessel Safety Checks (VSCs)
 - ⇒ Marine Dealer Visits (MDVs)
 - ⇒ Boater Education Classes

Authority

Various sections of Titles 14 and 46 U.S.C. contain authority to conduct the Coast Guard's RBS mission.

In this Section

The following topics are discussed:

Topic	See Page
RBS Patrols and Boardings	2-20
Education and Support	2-21

References for this Section

Maritime Law Enforcement Manual (LEMAN), **COMDTINST M16247.1 (series)**.

Marine Safety Manual, Vol I, (Administration and Management), **COMDTINST M16000.6**.

Auxiliary Manual, **COMDTINST M16790.1 (series)**.

Auxiliary Operations Policy Manual, **COMDTINST M16798.3 (series)**.

Auxiliary Marine Dealer Visitor (MDV) Manual, **COMDTINST M16796.3 (series)**.

Vessel Safety Check Program, **COMDTINST 16796.7 (series)**.



RBS Patrols and Boardings

RBS Patrols

RBS patrols should normally be conducted in high traffic areas during times when traffic density is expected to be the greatest.

In most instances, RBS patrols should be conducted in a highly visible manner to maximize the potential deterrent effect on unsafe boating practices.

- ❑ Coordinating RBS patrols with Auxiliary Vessel Safety Check (VSC) efforts (e.g., just off a busy boat ramp) can have a highly desirable effect on the level of boater participation.
[NOTE - The U.S. Power Squadron will also be participating in the VSC program.]
 - ❑ The use of Auxiliary boats to conduct RBS patrols with or without boarding teams can significantly enhance area coverage.
-

RBS Boardings

RBS boardings, like all other boardings, are conducted to enforce all applicable U.S. laws and educate mariners on the proper and safe practices associated with operating vessels.

In every instance, boardings shall be done as thoroughly and expeditiously as possible to interfere as little as possible with legitimate voyages.

All boardings must be complete and thorough. Superficial checks defeat the purpose of vessel boardings.
--

Vessels with Vessel Safety Check (VSC) Decals

Award of the VSC decal is not intended to give boats immunity from being boarded.

- ❑ A VSC decal is considered current for one year.
 - ❑ Boaters should be told that they are receiving an abbreviated boarding because they have the VSC decal.
-



Education and Support

Community Education

Stations should meet regularly with recreational boating groups and participate, as time and resources allow, in boat shows and other events that can be used to promote boating safety.

Community education efforts should be closely coordinated with the Coast Guard Auxiliary.

Support of Auxiliary RBS Programs

Station support of Auxiliary RBS programs (i.e., VSCs, MDVs, and Boater Education classes) can have a significantly positive effect on these extremely valuable programs.

Stations should contact their local Auxiliary Flotilla Commanders to coordinate support activities.



Section D. Marine Safety and Security (MSS)

Introduction	The Coast Guard's Marine Safety and Security (MSS) mission prevents and mitigates marine incidents, thereby protecting the public, the environment, and U. S. economic interests.
Description	The U. S. Coast Guard oversees commercial vessel safety and operations and hazardous material transport; enforces standards for domestic and foreign flag vessels; and facility operations to reduce safety, security and environmental threats.
Authority	Various sections of Titles 14, 16, 33, 46, and 50 U.S.C. contain authority to conduct the Coast Guard's MSS mission.
Station Requirements	<p>Station requirements in support of the Marine Safety and Security program consist of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Receiving and relaying information regarding commercial vessel operations such as special interest vessels, dangerous cargo transfer, and bulk liquid cargo transfers. <input type="checkbox"/> Educating the public regarding closure of navigable waterways, marine events, limited access areas, or other port conditions. <input type="checkbox"/> Transporting specially trained boarding teams. <input type="checkbox"/> Providing escorts of vessels. <input type="checkbox"/> Performing harbor patrols and patrols of limited access areas to detect and intercept intruders or possible threats to controlled ports. <p>All the above activities will be coordinated between the cognizant Marine Safety Office/COTP and the station's operational commander.</p>
References for this Section	Marine Safety Manual, Vol VI, Ports and Waterways Activities, COMDTINST M16000.11 (series).



Section E. Defense Operations (DO)

Overview

Introduction

Safeguarding America's maritime security through complementary and non-redundant military and law enforcement capabilities is the Coast Guard's unique contribution to U. S. national security. Maritime security is a critical element in ensuring homeland security and protecting critical infrastructure, enforcing sovereignty, and defending American citizens and interests.

The Coast Guard has five major national defense missions. They are general defense operations, maritime interception operations, military environmental response operations, port operations security and defense, and peacetime military engagement.

In the U. S., these missions are conducted to meet the USCG's Title 14 USC responsibilities. It is likely that stations will be directly or indirectly involved in performance of or support to the Coast Guard's national defense missions.

Authority

The statutory authority for the Coast Guard's national defense role is contained in Title 14 USC Sections 1, 2, and 141. Title 14 states that the Coast Guard shall be a military service and a branch of the armed forces at all times.

The Coast Guard is specifically authorized to assist the Department of Defense in performance of any activity for which the Coast Guard is especially qualified.

The Coast Guard's national defense role is to provide non-redundant, complementary naval forces that support the National Military Strategy.

The use of the Coast Guard's capabilities and resources in support of the National Military Strategy is addressed by the Oct 1995 DOT/DOD Memorandum of Agreement (MOA).

These capabilities and resources include: maritime interception operations, military environmental response operations, and port operations security and defense, and peacetime engagement.

In this Section

The following topics are discussed:

Topic	See Page
DO Support and Planning	2-24
Port Operations	2-25

Reference for this Section

Contingency Preparedness Planning Manual,
Vol I, Planning Doctrine and Policy, **COMDTINST M3010.11.**



DO Support and Planning

DO Support

The Coast Guard's role in National Military Strategy is to assist the Department of Defense (DOD) in activities in which it is especially qualified, including:

- ☐ Maritime Safety
 - ☐ Maritime Law Enforcement
 - ☐ Marine Environmental Protection
 - ☐ Marine Mobility
 - ☐ National Defense (includes conducting military and defense operations in peacetime, smaller scale contingencies, military operations other than war, and major theater war.)
-

DO Planning

Captain of the Port (COTP) planners will normally coordinate stations involvement in the Defense Operations planning process.

The COTP is responsible for the security of vessels and waterfront facilities in the port, as well as the safety of the general public and environment.

It is likely that when supporting or performing Defense Operations missions, stations will be tasked by the cognizant COTP through their operational commander.



Port Operations

Security and Defense Role

The Coast Guard's wartime port security role has grown significantly in recent years with increased tasking from the U.S. Navy Maritime Defense Zone (MDZ) command and the inclusion of our service into other DOD related OPLANs.

Under the mandates of the Espionage Act, the Magnuson Act and related Executive Orders, the Coast Guard has explicit responsibility to maintain the security of the nation's ports and harbors.

Station Requirements to Support the Coast Guard's Port Security and Defense Role

Station requirements in support of Defense Operations consist of the following:

- ❑ Provide credible presence in and conduct surveillance of critical maritime areas.
- ❑ Detect, classify and identify targets of interest, and intercept and prosecute targets as directed.
- ❑ For those stations whose area of responsibility (AOR) contains a designated strategic port, conduct boardings as necessary of vessels in and around strategic ports during Threat Conditions. (THREATCON).
- ❑ For those stations whose AOR contains a designated strategic port:
 - ⇒ Conduct boardings as necessary of vessels in and around strategic ports during Threat conditions.
 - ⇒ Maintain capability to take necessary actions to detect, deter, intercept, and incapacitate, hostile vessels during Threat conditions.
 - ⇒ Conduct patrols as necessary.

All the above activities will be coordinated between the cognizant Marine Safety Office/COTP and the station's operational commander.



Section F. Short Range Aids to Navigation (SRA)

Introduction

The Short Range Aids to Navigation mission promotes the safety of marine transportation and commerce on United States navigable waters by establishing, maintaining, and operating visual and sound signals to mark safe water or warn of dangers.

This program also develops and enforces private aids to navigation regulations.

Description

Most stations do not have assigned aids to navigation responsibilities.

All stations have a responsibility to report aids to navigation which appear to be missing, off-station, or operating improperly.

All stations should also, to the extent time and resources allow, assist units with assigned aids to navigation responsibilities.

Stations with assigned Aids To Navigation (ATON) responsibilities (i.e., primary or secondary responsibility) shall normally have specially trained ATON personnel, as well as specialized boats, and equipment to accomplish their assigned mission.

Station Responsibilities

Stations without specific ATON responsibilities may be requested to position floating aids to navigation within 10 meters of assigned position, as time, resources, and platform limitations permit.

In addition, personnel assigned to stations may be requested to perform the following:

- ☐ Seek out methods to improve the system of ATON in their AOR, forwarding suggestions to the proper authority.
- ☐ Collect and report information regarding discrepant aids 100% of the time.
- ☐ Receive, report and record weather observations as required to facilitate ATON operations.
- ☐ Transit their AOR and report on the status and condition of ATON, including hazards to navigation.

References for this Section

Aids to Navigation Manual - Administration, **COMDTINST M16500.7 (series)**.

Aids to Navigation Manual - Technical, **COMDTINST M16500.3 (series)**.



Section G. Ports and Waterways Safety

Introduction	This section discusses the purpose and responsibilities of ports and waterways safety.
Description	The Coast Guard provides a safeguard to the nation's ports, waterways, port facilities, vessels, persons, and property in the vicinity of the port, from accidental destruction, damage, loss, injury or environmental harm.
Authority	Various sections of Titles 14, 16, 33, 46, and 50 USC contain authority to conduct the Coast Guard's Ports and Waterways Safety mission.
Mission Purpose	<ul style="list-style-type: none"> ❑ To minimize deaths, personal injuries, and property loss or damage associated with vessels and onshore and offshore facilities engaged in commercial, scientific, or exploratory activity in the marine environment. ❑ To protect the navigable waters and adjacent shore areas of the U.S. and adjacent resources from environmental harm. ❑ To prevent pollution of the marine environment from accidental or intentional discharges of oil, hazardous substances, dredged spoils, sewage, and wastes from vessels.
Station Responsibilities	<p>When a port and waterways patrol is requested by the local COTP, stations shall, as directed by their operational commander:</p> <ul style="list-style-type: none"> ❑ Establish and enforce security zones to safeguard vessels and port areas. ❑ Survey waterfront facilities to provide baseline data of facility capability that would be useful in emergency response. ❑ Monitor port operations including certain types of marine events. ❑ Conduct harbor patrols to detect suspicious activity and determine if the level of security measures taken by vessel and facility owners and operators are adequate and sufficient to meet the existing threat level. ❑ Identify steps and measures to be taken to prevent acts of maritime terrorism. ❑ Locate and report the presence of oil or hazardous substance pollution around vessels and along the waterfront. ❑ Locate and report the presence of dangerous or illegal conditions or situations, such as improperly moored vessels, vessel or waterfront fires, or oil spills.
References for this Section	<p>Marine Safety Manual, Vol VI, Ports and Waterways Activities, COMDTINST M16000.11.</p> <p>Maritime Counter Drug & Alien Migrant Interdiction Operations, COMDTINST M16247.4.</p>



Section H. Marine Environmental Protection (MEP)

Overview

Introduction

The Coast Guard's Marine Environmental Protection (MEP) mission primarily protects public health and safety, natural resources, property, and economic resources and activities from the consequences of oil and hazardous material incidents through prevention and, if prevention fails, appropriate response.

Responsibilities

The enforcement of pollution laws is primarily accomplished by Captain of the Port (COTP)/Marine Safety Office (MSO) personnel. Station personnel actively enforce marine pollution laws by detecting, investigating, and reporting violations of law relating to marine environmental pollution as well as each instance of pollution.

Authority

Various specific laws, treaties, and sections of Title 16 USC contain authority to conduct the Coast Guard's MEP mission.

In this Section

The following topics are discussed:

Topic	See Page
MEP Objectives	2-29
Pollution Response	2-30

References for this Section

Maritime Law Enforcement Manual (LEMAN), **COMDTINST M16247.1 (series)**.

Marine Safety Manual, Vol I (Administration and Management), **COMDTINST M16000.6 (series)**.

Marine Safety Manual, Vol VI, Ports and Waterways Activities, **COMDTINST M16000.11 (series)**.

Oil Pollution Response Planning Guide for Extreme Weather, **COMDTINST M16466.2 (series)**.

Operational Risk Management, **COMDTINST 3500.3 (series)**.



MEP Objectives

MEP Objectives

Objectives of the Marine Environmental Protection (MEP) program of particular applicability to station operations include:

- ☐ Minimize damage caused by pollutants released into navigable waters.
 - ☐ Overcome or reduce threats to the marine environment caused by potential spills of oil or other hazardous substances.
-



Pollution Response

Initial Pollution Law Enforcement Response Action

Pollution response activity must be coordinated with the cognizant COTP/MSO.

While underway or engaged in station operations, station boats often detect pollution incidents or other violations of related laws and regulations. Stations should:

- ❑ Report apparent pollution violations/observations to the cognizant COTP/MSO, via the chain of command, and await instructions.
 - ❑ If a visual, on-site investigation is indicated, and the COTP/MSO has determined it is safe to do so, the unit may be requested to further investigate for source or cause.
 - ❑ Due to the potential hazardous nature of pollution materials and the lack of protective equipment, units first on-scene should not engage in any other activity unless specifically directed to do so by the COTP/MSO.
-

Oil Pollution Response Procedures

When responding to an oil spill, station personnel should be prepared to take the following actions.

- ❑ Report discharges (and threatened discharges) through the chain of command. If the information can be determined safely, include the following:
 - ⇒ Nature, amount and location of the pollutant.
 - ⇒ Apparent potential impact on public health and the environment (e.g., environmentally sensitive areas, water intakes, beaches, etc.).
 - ⇒ Countermeasures that seem necessary to adequately contain, control, or remove the pollutants.
- ❑ Station personnel must remain aware of the potential that discharges/spills contain hazardous materials and must use appropriate risk assessment tools in accordance with the ORM process prior to taking any action.

No specific containment mitigation investigation or sampling should be undertaken without express direction of the COTP and then only within the bounds of HAZWOPER training.



Section I. Marine Protected Species

Overview

Introduction

Marine protected species includes those species covered under both the Marine Mammal Protection Act (MMPA) and the Endangered Species Act (ESA). The CG must ensure its operations are environmentally sound and comply with the MMPA and the ESA, and other federal, state, and local regulations.

Action

Know which marine mammal species, and endangered and threatened species exist within your area of responsibility (AOR); the regulations in place to protect them; and what role the Coast Guard can play in promoting species recovery. This information is available from National Marine Fisheries Service and U.S. Fish and Wildlife Service regional offices.

Develop operational procedures that comply with and enforce MMPA and ESA regulations. Examples: speed restrictions for non-emergency operations; slower transit speeds in certain waterways, at certain times of the year; or staying the required distance from members of a species.

Balance the urgency of a given mission with the potential damage to protected species or habitats.

Obtain additional information regarding specific restrictions within the station's AOR by contacting District (ole).

Should a station resource strike, injure, or kill a protected species while underway, procedures outlined in District directives should be followed including notification of the operational commander, submission of any reports, and the conducting of any investigations.

Stations observing violations of the MMPA or ESA should take appropriate action in accordance with the Maritime Law Enforcement Manual (LEMAN), COMDTINST M16247.1 (series).

Maintain points of contact with local marine mammal stranding networks, aquariums, and sanctuaries to ensure appropriate response to marine mammal and endangered species incidents (strandings, carcasses, reports of harassment, etc).

In this Section

The following topic is discussed:

Topic	See Page
Protected Species Laws	2-32

References for this Section

Maritime Law Enforcement Manual (LEMAN), COMDTINST M16247.1 (series).



Protected Species Laws

Laws & Regulations	Congress enacted the MMPA of 1972 (16 USC 1361 to 1421(h)) to help maintain the stability of the marine ecosystem, and to maintain an optimum sustainable marine mammal population, keeping in mind the carrying capacity of the habitat.
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<i>MMPA</i>	Implementing regulations include 50 CFR 10 (prohibitions on taking possession, sale, etc), 18 (regulations regarding polar bears, sea otters, walruses, dugongs, and manatees), 216 (regulations regarding whales, seals, and sea lions), and 228 (incidental takes).
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Prohibited Acts	The MMPA prohibits “takings” of marine mammals; that is, to harass, hunt, capture, collect, or kill, or attempt to harass, hunt, capture, collect or kill any marine mammal.
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<i>ESA</i>	<p>The Endangered Species Act of 1973 (16 USC 35 1531 to 1544) was enacted to help conserve endangered and threatened species and their habitats.</p> <p>Implementing regulations include 50 CFR 223, 224 and 226 (prohibitions on takings, requirements for TEDS, designation of critical habitats).</p>
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Prohibited Acts	The ESA prohibits “takings” of endangered or threatened species; that is to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or to attempt to engage in any such conduct. The ESA also prohibits persons subject to the jurisdiction of the United States from importing, possessing, or selling endangered or threatened species.
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Section J. Natural Disaster and Civil Preparedness

Overview

Introduction

A major disaster to Coast Guard assets, facilities, and resources could easily degrade a unit's capabilities.

Even if the affected local command structure survives, Coast Guard personnel may have their attention diverted from Coast Guard and community recovery operations by personal concerns (safety of their families, damage to homes, etc.).

Any Coast Guard unit can be expected to assign personnel (active duty and/or reserve) and assets to the affected area. Such action may necessitate a temporary degradation in traditional Coast Guard functions/performance within a station's AOR.

Description

A "natural disaster" is an occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural cause, including fire, flood, earthquake, storm, wind or wave action, volcanic activity, epidemic, contamination, blight, drought, or infestation.

Authority

The primary responsibility for disaster response rests at the local and state levels.

Federal assistance may be provided when local and state governments are unable to cope with the effects of the disaster; authorities frequently request Coast Guard assistance in such cases as severe port and waterfront damage caused by coastal storms.

Title 14 USC 88 authorizes the Coast Guard to engage in saving life and property in the broadest possible terms.

In this Section

The following topics are discussed:

Topic	See Page
Natural Disaster Planning and Preparation	2-34
Natural Disaster Assumptions	2-35
Natural Disaster Leave/Liberty Policy	2-36
Natural Disaster Effects	2-37
Natural Disaster Evacuation Preparedness	2-38



Natural Disaster Planning and Preparation

General

CO/OICs should consult local Group, Activity and District instructions and directives. Disaster prone areas require constant planning and preparation for the occurrence of a catastrophic event.

Station Responsibilities

- ☐ Prepare, disseminate, and exercise a natural disaster preparedness and response plan that covers units under their command.
 - ☐ Periodically review the contents of this plan.
 - ☐ Train personnel in disaster response.
 - ☐ Maintain a current list of reserve personnel who augment unit with disaster recovery-related skills.
Note: Include in this list carpenters, electricians, dry wall hangers and finishers, air conditioning repairmen, and security personnel.
 - ☐ Periodically update recall lists and establish a command phone tree.
Note: Exercise it semi-annually.
 - ☐ Maintain emergency food, water, medical, and emergency response supplies - Commands should assume a 72-hour supply requirement.
 - ☐ Assist in Federal response as directed by the Coast Guard chain of command.
 - ☐ Utilize public volunteers as legally capable and as required for immediate response operations.
 - ☐ Restore normal operations as conditions allow.
-



Natural Disaster Assumptions

Peacetime conditions will exist

Should this assumption prove false, there will be serious degradation in the Coast Guard's ability to respond.

No mobilization of reserve personnel will have occurred prior to the event

A major disaster may require a reserve call-up similar to that which occurred for Hurricane Andrew when it hit Miami in 1992.

In that event, 175 reserves were activated.

The bulk of these were needed for skills contained within the DC, EM and PS rates (construction, electrical and security).

Reservists in the other rates with construction experience were in great demand.

Operational Readiness

A catastrophic disaster will overwhelm the capability of state and local governments to carry out the extensive emergency operations that will be necessary to save lives and protect property.



Natural Disaster Leave/Liberty Policy

Policy

Leave, liberty or termination of orders may be granted to Coast Guard military personnel if buildings, work areas or transportation systems to and from commands pose hazards to personnel.

Each CO/OIC shall determine policy regarding duty in this event, depending on personnel requirements and the conditions that exist.

All personnel shall contact their command before assuming or departing on leave or liberty status.

Responsibilities Active Duty and Reserve Personnel

Personnel shall:

- ☐ Not place themselves in danger by transiting areas that are inaccessible and potentially dangerous.
- ☐ Report to their units as required and when conditions allow.
- ☐ Make every reasonable attempt, including phones, FAX and e-mail, to contact their duty station for possible recall and personnel accountability.
- ☐ If unable to contact assigned duty stations, contact the District Crisis Action Center (CAC).
- ☐ If unable to contact the District CAC, report to the nearest Coast Guard command, or other military command if no Coast Guard command is accessible.



Natural Disaster Effects

Effects

Simultaneous with, or subsequent to, the occurrence of a disaster, some or all of the following effects will exist:

- ☐ Fire - resulting from explosion, etc.
- ☐ Water - resulting from flood, rain, or tsunami.
- ☐ Pollution - resulting from spills of petroleum products and hazardous chemicals.
- ☐ Interference or harassment from civil disobedience groups and law violators.

Post Disaster Effects

- ☐ Large number of personnel trapped in buildings and debris.
- ☐ Heavy personnel casualties, both injured and dead.
- ☐ Need for mass evacuation of non-ambulatory casualties to hospitals.
- ☐ Panic and confusion, looting and lawlessness beyond the normal scope of policing action.
- ☐ Extensive damage to structures, considerable debris in disaster areas, which restrict normal operations.
- ☐ Loss of electric power and lighting, communications, water supply and sewage systems.
- ☐ Substantial disruption of land transportation routes caused by damage and blockage to them.
- ☐ Extensive damage to wharves, docks, and ships alongside piers.

Continuity of Operations

All personnel shall be deployed on station immediately following a disaster.

CO/OICs shall first assess damage to their unit and personnel.

Should the disaster be of catastrophic magnitude, CO/OICs shall attempt to recall all necessary personnel. It is possible that communications may be down and road accesses may be cut off.

Personnel may be injured or may be involved in rescue efforts of family members. For these reasons it may not be possible for them to report to their units. Therefore the only personnel who may initially be available will be those who are currently on duty.



Natural Disaster Evacuation Preparedness

Evacuation and Shelters

In the event of an impending natural disaster or immediately after the occurrence of a natural disaster, Coast Guard members and dependents are strongly encouraged to remain in their own residence.

Members residing on the economy should consult with their landlord or building manager to verify the structural safety of their dwelling.

If evacuation is necessary, report to the nearest designated public shelter.

Civil Defense

The civil defense sections of local phone books contain maps showing evacuation routes and locations of various public shelters.

Civil Defense sites on the Internet also provide excellent information on evacuation routes and public shelters.

Emergency Provisions

Coast Guard members or dependents relocating to any shelter should bring their own emergency provisions (e.g. food, clothing, sleeping bags, etc.).

Do not expect shelters to provide adequate quantities of these supplies for occupants.



Chapter 3

Mission Authorization

Overview

Introduction

This chapter specifies who authorizes the movement of resources in response to missions at Coast Guard stations, including deployment of both personnel and boats (including Auxiliary).

This chapter contains information covering the authority and responsibilities of command cadre, boat coxswains and Coast Guard personnel embarked on platforms other than Coast Guard boats.

In this Chapter

This chapter contains the following:

Topic	See Page
Authorized Uses of Coast Guard Boats& Personnel	3-2
Personnel Authorized to Operate Coast Guard Boats	3-3
Authority to Approve, Direct, Initiate and Cease Coast Guard Boat Deployments	3-4
Authorized Use of CG Reservists and CG Auxiliarists	3-5
Authority to Approve, Direct, Initiate and Cease Coast Guard Personnel Deployments Onboard Other than Coast Guard Boats	3-6
Authority and Responsibilities of the Commanding Officer (CO)/Officer-In-Charge (OIC)	3-7
Authority and Responsibilities of the Executive Officer (XO)/Executive Petty Officer (XPO)	3-8
Authority and Responsibilities of the Engineering Petty Officer (EPO)	3-9
Authority and Responsibilities of the Officer-of-the-Day (OOD)	3-10
Authority and Responsibilities of the Coxswain	3-11

References in this Chapter

Each section contains its own references.



Section A. Authorized Uses of Coast Guard Boats and Personnel

Introduction

Coast Guard stations can be required to support missions as detailed in Chapter 2 of this Manual.

Boats

Coast Guard boats may be used to support any of the employment categories detailed in Abstract of Operations Reports, COMDTINST M3123.7 (series).

Personnel & Property

Use of Coast Guard personnel or property, including boats and equipment for any purpose that connotes personal or recreational use is prohibited (with the exception of MWR property).

References in this Section

Abstract of Operations Reports, **COMDTINST M3123.7 (series)**.



Section B. Personnel Authorized to Operate Coast Guard Boats

Introduction

This section discusses the certification and training of personnel who are authorized to operate Coast Guard boats.

Requirements

Personnel must be properly qualified and certified as a coxswain in accordance with the Boat Crew Training Manual, COMDTINST M16114.9 (series) on the type boat being operated in order to be in charge of the boat.

Properly certified boat crew members or boat engineers may be permitted to operate the boat while underway, if a duly certified coxswain is onboard the boat.

Members of other organizations, including the Coast Guard Auxiliary, are prohibited from being designated as coxswains of Coast Guard boats.

Standard boats may not get underway unless crewed as specified in Chapter 4, section A of this manual.

References in this Section

Boat Crew Training Manual, **COMDTINST M16114.9 (series)**.



Section C. Authority to Approve, Direct, Initiate and Cease Coast Guard Boat Deployments

Introduction

This section discusses the authority for and considerations behind deploying Coast Guard boats.

Authority

Station Commanding Officers (CO)/Officers-In-Charge (OIC) are ultimately responsible for authorizing the use of station resources for operational missions.

CO/OICs may delegate this authority to a command representative when CO/OIC approval is not practical given the nature of a particular mission.

Station CO/OICs will make every effort to ensure station boats, equipment and personnel are prepared and available to respond to urgent and planned missions within the limits of the station's capability.

Risk Management

CO/OICs must balance mission needs with other factors such as weather, boat condition, mission demands, or personnel qualifications that could negatively impact mission completion or personnel safety.

The final decision regarding boat deployment may be made by the CO/OIC (or designated representative) or the boat coxswain. If either the command or the coxswain determines the mission risk outweighs the potential for safe and successful mission prosecution, the mission shall be scrubbed and the operational commander informed. (See Chapter 4, section A.)

Boat Readiness

Station boats suffering a restrictive discrepancy shall not be authorized to perform any mission without a waiver provided by the operational commander. Refer to the Motor Lifeboat (MLB) and Utility Boat (UTB) Standardization Program Manual, COMDTINST M16114.24 (series).

No waivers can be granted to boats with disabling casualties.

References for this Section

Motor Lifeboat (MLB) & Utility Boat (UTB) Standardization Program Manual, **COMDTINST M16114.24 (series)**.



Section D. Authorized Use of CG Reservists and CG Auxiliarists

Introduction

This section discusses how and when CG Reservists and Auxiliarists can be used.

Reservists

Coast Guard Reserve personnel should be used in the same manner as active duty personnel, provided they possess the required training and certification.

Procedures for initiating use of Coast Guard Reserve personnel are found in the Reserve Policy Manual, COMDTINST M1001.28.

Auxiliarists

Coast Guard Auxiliarists may be used in support of any peacetime mission at the discretion of the CO/OIC except as provided below.

- ❑ Auxiliarists may perform as crew members or engineers onboard Coast Guard boats, if they are properly certified in accordance with the Boat Crew Training Manual, COMDTINST M16114.9 (series).
- ❑ Guidance for employment of Auxiliarists and/or their facilities is contained in the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series).
- ❑ Specific guidance regarding the use of Auxiliarists in support of law enforcement missions is contained in the Maritime Law Enforcement Manual (LEMAN), COMDTINST M16247.1 (series).
- ❑ Coast Guard Auxiliary members may be used to support Coast Guard missions and activities in certain limited circumstances. As a general rule, Auxiliary members may be used in such roles when there is a low chance of detecting criminal activities.

NOTE:

Auxiliary members may not exercise general police powers and may not be a member of a boarding team.

References for this Section

Reserve Policy Manual, **COMDTINST M1001.28**.

Boat Crew Training Manual, **COMDTINST M16114.9 (series)**.

Auxiliary Operations Policy Manual, **COMDTINST M16798.3 (series)**.

Maritime Law Enforcement Manual (LEMAN), **COMDTINST M16247.1 (series)**.



Section E. Authority to Approve, Direct, Initiate and Cease CG Personnel Deployments Onboard other than CG Boats

Introduction

Station CO/OICs may approve the participation of station personnel on platforms belonging to other agencies.

Authority

Although this authority is primarily used in support of law enforcement missions, it may be evoked in support of any appropriate Coast Guard mission.

Guidance for Coast Guard personnel performing onboard other agency platforms in support of law enforcement missions is found in the Maritime Law Enforcement Manual (LEMAN), COMDTINST M16247.1 (series).

Guidance for use of Coast Guard personnel in support of port safety and security missions is contained in the Marine Safety Manual, Vol VI, Ports and Waterways Activities, COMDTINST M16000.11 (series).

References for this Section

Maritime Law Enforcement Manual (LEMAN), **COMDTINST M16247.1 (series)**.

Marine Safety Manual, Vol VI, Ports and Waterways Activities, **COMDTINST M16000.11 (series)**.



Section F. Authority and Responsibilities of the Commanding Officer/Officer-In-Charge (CO/OIC)

Introduction

This section outlines the responsibilities of the command cadre to maintain specific certifications, and also references general authority and responsibility.

Certification and Qualifications

Station COs (Warrant Officers only) and station OICs shall maintain coxswain certification on all standard boats assigned in accordance with the Boat Crew Training Manual, COMDTINST M16114.9 (series). Surfman certification must be maintained in those geographical areas requiring the surfman qualification.

All other station COs (other than Warrant Officer COs) shall complete the boat crew member qualification tasks for the largest boat assigned within 6 months.

Station CO/OICs shall:

- ☐ Maintain boarding officer certification; frequently participate in underway operations including day/night area familiarization, normal operations, and boat crew assessment and evaluation.
- ☐ Achieve and maintain RFO Evaluator certification in accordance with the Motor Lifeboat (MLB) and Utility Boat (UTB) Standardization Program Manual, COMDTINST M16114.24 (series) for all standard boats assigned.
- ☐ No waivers are permitted for these qualifications.

Authority and Responsibilities

The authority and responsibilities of the CO/OIC, beyond those detailed above, are contained in Coast Guard Regulations, COMDTINST M5000.3 (series).

References for this Section

Boat Crew Training Manual, **COMDTINST M16114.9 (series)**.

Coast Guard Regulations, **COMDTINST M5000.3 (series)**.

Motor Lifeboat (MLB) & Utility Boat (UTB) Standardization Program Manual, **COMDTINST M16114.24 (series)**.



Section G. Authority and Responsibilities of the Executive Officer/Executive Petty Officer (XO/XPO)

Introduction

This section outlines the responsibilities of the command cadre to maintain specific certifications, and also references general authority and responsibility.

Certification and Qualifications

Station XPOs shall maintain coxswain certification on all station boats in accordance with the Boat Crew Training Manual, COMDTINST M16114.9 (series).

Surfman certification must be maintained in those geographical areas requiring surfman.

XO/XPOs shall maintain boarding officer certification.

No waivers are permitted for these qualifications.

Authority and Responsibilities

The authority and responsibilities of the XO/XPO, beyond those detailed above, are contained in Coast Guard Regulations, COMDTINST M5000.3 (series).

References for this Section

Boat Crew Training Manual, **COMDTINST M16114.9 (series)**.

Coast Guard Regulations, **COMDTINST M5000.3 (series)**.



Section H. Authority and Responsibilities of the Engineering Petty Officer (EPO)

Introduction

This section outlines the responsibilities of the command cadre to maintain specific certifications, and also references general authority and responsibility.

Certification and Qualifications

Station Engineering Petty Officers shall maintain current boat engineer qualifications in accordance with the Boat Crew Training Manual, COMDTINST M16114.9 (series).

No waivers are permitted for these qualifications.

Authority and Responsibilities

The authority and responsibilities of the EPO, beyond those detailed above, are contained in Coast Guard Regulations, COMDTINST M5000.3 (series).

References for this Section

Boat Crew Training Manual, **COMDTINST M16114.9 (series)**.

Coast Guard Regulations, **COMDTINST M5000.3 (series)**.



Section I. Authority and Responsibilities of the Officer-of-the-Day (OOD)

Introduction

This section outlines the responsibilities of the command Officer-of-the-Day.

Authority and Responsibilities

Not every station requires an Officer-of-the-Day, or has specific billets to support the position.

The CO/OIC shall determine if the operational tempo of a unit necessitates an OOD.

In the event the station has an OOD, that individual is the direct representative of the CO/OIC.

References for this Section

Coast Guard Regulations, **COMDTINST M5000.3 (series)**.



Section J. Authority and Responsibilities of the Coxswain

Introduction

Coxswains are assigned by proper authority to take charge of the boat and be responsible for a specific mission.

Normally, although not always, the coxswain is the senior individual onboard the boat, holding the highest designation for that type of boat.

Authority

The coxswain has the authority to direct all boat and crew activities during the mission, and modify planned missions to provide for the safety of the boat and the crew.

All boat crew members must be aware of the coxswain's identity and authority. Successful completion of the assigned mission or the safety of the crew and boat may be jeopardized by a crew member that doesn't know who is in command or fails to recognize the coxswain's authority and act accordingly.

The coxswain's authority is independent of rank and/or seniority in relation to any other person onboard the boat.

Coxswains may only be relieved of their duties by the station CO/OIC or XO/XPO. For a specific mission, the senior officer present as specified in Coast Guard Regulations, COMDTINST M5000.3 (series), section 5-1-8c, may relieve a coxswain.

For example: at the scene of a distress situation a coxswain may be directed to take action or be relieved of responsibilities by the senior officer present. The senior officer must make his or her authority known and the coxswain should immediately take actions as directed and notify the chain of command when the situation permits.

Responsibilities

The coxswain is responsible for the safe, orderly, efficient and effective performance of the boat and crew and passengers during the entire mission. This responsibility exists from the time the coxswain first steps onboard the boat with the intent to get underway, until leaving it upon completion of the mission.

The coxswain shall ensure all personnel onboard the boat fully understand their responsibilities and obligations while the boat is underway. Authority and responsibilities of the coxswain are contained in Coast Guard Regulations, COMDTINST M5000.3 (series).

Reference for this Section

Coast Guard Regulations, **COMDTINST M5000.3 (series)**.



Chapter 4

Mission Planning

Overview

Introduction

This chapter provides guidance for conducting mission planning at multi-mission stations. It is intended to supplement other applicable directives, including, but not limited to:

- ☐ National Search and Rescue Manual
- ☐ Boat Type Manuals
- ☐ Maritime Law Enforcement Manual
- ☐ Boat Crew Seamanship Manual
- ☐ U. S. Coast Guard Marine Safety Manual

In this Chapter

This chapter covers the following sections:

Topic	See Page
Underway Mission Planning	4-2
Specific Operations	4-13

References for this Chapter

Each section contains its own references.



Section A. Underway Mission Planning

Overview

Introduction

Mission factors include: weather, boat and crew capabilities, duration, the goal of the mission and others. Some, such as the crew composition may be modified to suit the mission. Others, such as the weather or platform limitations are fixed.

Because of the often complex interaction between all factors, mission planning is essential for ensuring crew and platform safety and mission performance.

The mission coordinator may be at the station or at a more senior command, such as the Group or District. However, some mission planning must occur at the station level.

Participation by the command, OOD, coxswains and other participating personnel (e.g., boarding team, and other agency personnel) are essential for success.

In this Section

The following topics are discussed:

Topic	See Page
Team Coordination Training	4-3
Risk Assessment	4-4
Boat Considerations	4-6
Auxiliary Platform Considerations	4-8
Personnel Considerations	4-9
Minimum Crew Requirements	4-10
Other Agencies	4-11
Emergencies	4-12

References for this Section

Boat Crew Training Manual, **COMDTINST M16114.5 (series)**.
 Team Coordination Training, **COMDTINST 1541.1 (series)**.
 Operational Risk Management, **COMDTINST 3500.3 (series)**.
 Specific Boat Type Operators Handbooks, **COMDTINST M16114 (series)**.
 41' UTB Operator's Handbook, **COMDTINST M16114.2 (series)**.
 44' MLB Operations Handbook, **COMDTINST M16114.3 (series)**.
 47' MLB Operator's Handbook, **COMDTINST M16114.25 (series)**.
 Motor Lifeboat (MLB) & Utility Boat (UTB) Standardization Program Manual, **COMDTINST 16114.24 (series)**.
 Minimum Boat Crew Size for Coast Guard Boats, **COMDTINST 16233.1 (series)**.
 Auxiliary Operations Policy Manual, **COMDTINST M16798.3 (series)**.
 Maritime Law Enforcement Manual (LEMAN), **COMDTINST M16247.1 (series)**.
 Boat Crew Utilization, **COMDTINST 5312.16**.
 Boat Crew Seamanship Manual, **COMDTINST 16114.5 (series)**.



Team Coordination Training

Principles and Concepts

Successful mission planning begins with a solid understanding of the principals and concepts associated with Team Coordination Training (TCT) and Operational Risk Management (ORM) programs.

The principles of leadership, mission analysis, adaptability/flexibility, situational awareness, decision-making, communication, and assertiveness must be fully understood and employed by every individual involved in mission planning and execution.

TCT emphasizes the role that teamwork, risk assessment and decision making play in successful operations. TCT acknowledges that technical knowledge and skills alone will not prevent mishaps.

A full explanation of TCT and application of the concepts can be found in the Boat Crew Training Manual.

Station personnel must be current in TCT in accordance with all applicable directives and publications.



Risk Assessment

Introduction

We must constantly evaluate the danger to our boats and personnel against the possible success and outcome of the specific mission.

A variety of factors shape the manner in which small boat operations are conducted.

Station personnel shall integrate the concepts and principals of ORM into their daily processes and activities, as appropriate, to ensure the successful execution of Coast Guard missions and the safety of all personnel.

Risk Management

Station CO/OICs and boat coxswains shall use Operational Risk Management (ORM) tools to evaluate mission risk.

Coxswains operate their boat to minimize the inherent risk involved in missions. An integral part of such risk minimization is contingency planning in the event onboard systems fail or evolutions do not proceed as planned.

Operational commanders, CO/OICs, and boat coxswains are faced with making mission decisions, and must carefully weigh the urgency of each mission and assess the benefits to be gained versus the risks involved.

While all possible contingencies cannot be addressed, the following paragraphs establish policy guidelines to be used in making risk versus gain analysis for various boat missions.

National Defense

Damage to or sacrifice of the boat is acceptable in the defense of the United States, its citizens, and/or installations.

Search and Rescue (SAR) and Law Enforcement (LE)

For SAR missions, potential risks to the boat and crew shall be weighed against risks to the personnel and/or property in distress if the mission is not undertaken. Probable loss of the boat crew is not an acceptable risk.

Additionally, the individuals making the decision shall consider the effects of exposing people in distress to the additional risks associated with rescue operations, especially if the physical condition of those persons in distress is already impaired.

In the case of LE, potential risks to the boat shall be weighed against the risk of bodily harm to LE personnel, hostages, and innocent parties if the mission is not undertaken.

Continued on next page



Risk Assessment (continued)

Warranted Efforts

The probability of saving human life warrants a maximum effort.

When no suitable alternative exists and the mission has a reasonable chance of success, the risk of damage to or abuse of the boat is acceptable, even though such damage or abuse may render the boat unrecoverable.

Warranted Risks - Human Life

The possibility of saving human life or the probability of preventing or relieving intense pain or suffering warrants the risk of damage to or abuse of the boat if recovering the boat can reasonably be expected.

Warranted Risks - Property

The probability of saving property of the United States or its citizens warrants the risk of damage to the boat if the value of the property to be saved is unquestionably greater than the cost of boat damage and the boat is fully expected to be recoverable.

Evidence and Apprehension

The possibility of recovering evidence and interdicting or apprehending alleged violators of federal law does not warrant probable damage to or abuse of the boat.

Logistics and Other

Logistics and other missions having little or no urgency shall not be prosecuted if they expose the boat to hazards greater than those encountered during the course of routine missions.



Boat Considerations

Boat Selection

Deciding which boat to use is one of the most critical decisions made in mission planning. An inappropriate choice may result in an inability to complete the mission, or severely diminish the team's effectiveness.

Platform speed is generally the least important factor in platform selection.

Boat Selection Factors

The following factors should be considered in boat selection decisions:

- ☐ Expected distance to travel
- ☐ Expected duration of the mission
- ☐ Expected distance offshore (radar, GPS, and/or HF communications may be required for certain offshore missions)
- ☐ Number of potential passengers/survivors and their condition
- ☐ Possibility of towing a vessel
- ☐ Equipment status
- ☐ Day/night (radar desirable for night and search operations)

Mission Planning Considerations

A full understanding of the goals of the mission and its likely duration are essential to determine the appropriate boat-mission match.

Before Getting Underway

Prior to getting underway consideration must be given to:

- ☐ Boat limitations
- ☐ Boat readiness
- ☐ Boat capabilities
- ☐ Boat endurance
- ☐ Crew experience
- ☐ Weather limitations
- ☐ Towing capabilities
- ☐ Habitability for both crew and passengers
- ☐ Ability for helicopters to safely hoist personnel and/or equipment
- ☐ Damage control capabilities

Boat capabilities and limitations are found in each boat's Specific Boat Type Operators Handbooks, COMDTINST M16114 (series).

Continued on next page



Boat Considerations (continued)

Mission Limitations

Mission limitations in addition to the core limitations found in the Specific Boat Type Operators Handbooks, COMDTINST M16114 (series) may be, in effect, based upon the actual readiness condition of a specific boat.

Boat Readiness

A boat with restrictive discrepancies may only be operated if a written waiver has been issued by the operational commander who identifies the specific discrepancy, the conditions under which the boat may be operated, and the measures to be taken to lessen or negate hazards posed by the discrepancy.

The Motor Lifeboat (MLB) & Utility Boat (UTB) Standardization Program Manual, COMDTINST 16114.24 (series) discusses procedures regarding mission specific limitations in detail.

<p>Only the operational commander may waive published operational limitations in order to proceed on a specific mission. This authority may not be delegated.</p>
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Auxiliary Platform Considerations

Auxiliary Facilities

Coast Guard Auxiliary facilities may be used to support Coast Guard law enforcement missions and activities in certain limited circumstances.

As a general rule, Auxiliary facilities may be used in such roles when there is a low chance of detecting criminal activities.

Specific guidance is contained in the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series) and the Maritime Law Enforcement Manual (LEMAN), COMDTINST M16247.1 (series).

Auxiliary facilities are prohibited from operating in surf.

Operational commanders are required to establish facility operating limitation standards as necessary in coordination with the Director of the Auxiliary.



Personnel Considerations

Auxiliary Personnel	Auxiliary personnel may serve in every boat crew and station duty section position, except coxswain or those requiring general police powers.
Alcohol Consumption	The boat crew, duty section, and any other persons who might reasonably be expected to be recalled to support station operations shall not consume alcohol less than 12 hours prior to being placed in an alert status.
Drugs and Medication	Personnel engaged in boat operations shall not take any medication unless prescribed and/or approved by a medical doctor with due consideration given to its affect on their operational performance.
Minimum Crew Rest	<p>No boat may be deployed without the minimum number of properly qualified boat crew members onboard. Additional personnel should be considered for missions that are potentially more demanding due to duration, weather, or operational demands.</p> <p>Personnel engaged in boat operations shall comply with the minimum crew rest requirements set forth in Boat Crew Utilization, COMDTINST 5312.16.</p>



Minimum Crew Requirements

Minimum Crew

The table below establishes the minimum crew for various operations.

Additional information regarding the minimum crew size required is found in the Minimum Boat Crew Size for Coast Guard Boats, COMDTINST 16233.1 (series).

Minimum Crew Requirements¹					
	NSB < 30'	41' UTB	44' MLB	47' MLB	52' MLB
Repositioning ²	1 coxswain 1 linehandler	1 coxswain 1 linehandler	1 coxswain 1 linehandler	1 coxswain 1 linehandler	1 coxswain 1 linehandler
Operation ³	1 coxswain 1 crew	1 coxswain 1 boat engineer 1 crew	1 coxswain 1 boat engineer 1 crew	1 coxswain 1 boat engineer 2 crew	1 coxswain 1 boat engineer 2 crew
Law Enforcement ⁴	1 coxswain 2 crew	1 coxswain 1 boat engineer 2 crew	1 coxswain 1 boat engineer 2 crew	1 coxswain 1 boat engineer 2 crew	1 coxswain 1 boat engineer 2 crew
<ol style="list-style-type: none"> 1. Additional crew above the minimum listed will be required in many instances depending upon the specific mission. 2. Relocating the boat from one berth to another in the same docking area. Line handler may be on the dock vice onboard the boat. 3. Use of the vessel for SAR and other missions not specified elsewhere in this table. 3-person 41' UTB crews should conduct post-SAR boardings dockside whenever possible. When dockside boarding is not possible, a post-SAR boarding may be conducted while underway with the specific approval of the unit CO/OIC. 4. A qualified boarding officer is required to lead party aboard vessel boarded. Coxswain and one crew member should remain aboard a 41' UTB and 44' MLB to improve surveillance of boarded vessels. 					



Other Agencies

Other Resources

Consideration must be given to other available resources that may be better suited to a particular mission or may complement station resources to increase the potential for success. Other resources may include not only other Coast Guard resources, but also those of other agencies.

CO/OICs may authorize station personnel to augment other agencies on other than station platforms in support of joint missions. The cognizant agency is responsible for articulating the skills necessary for augmentation.

Stations should establish agreements with local agencies regarding agency participation in station operations. Agreements should cover such issues as; notification, resource availability, skill availability and level, processes for requesting agency resources, etc.

Auxiliary Vessels

Auxiliary facilities may be used in prosecution or support of station missions within the limitations contained in the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series).

Civilian Vessels

Civilian vessels (other than Auxiliary facilities) may assist in Coast Guard search and rescue missions as Good Samaritans as deemed appropriate by the operational commander or the Coast Guard unit on scene after a reasonable assessment of the civilian vessel's capabilities and limitations.

Normally, civilian vessels will not be accepted to participate in other Coast Guard missions. Approval for such participation will come from the District Commander.



Emergencies

Emergency Planning

All personnel involved in mission planning and execution should be aware of potential emergencies that may arise and the possible actions that can be taken.

The Boat Crew Seamanship Manual, COMDTINST 16114.5 (series) and each platform's Specific Boat Type Operators Handbooks, COMDTINST M16114 (series) contain information regarding engineering casualties that could inhibit mission performance and the corrective action that can be taken.

Beyond these scenarios, all personnel involved should be alert for changes in environmental conditions, communications capabilities, personnel capabilities, and the actions that may become necessary.



Section B. Specific Operations

Overview

Introduction

This section gives guidance on certain types of Coast Guard station operational activities.

In this Section

The following topics are discussed:

Topic	See Page
Medical Evacuations	4-14
Fire Suppression	4-15
Rescue and Assistance	4-16

Reference for this Section

Boat Crew Seamanship Manual, **COMDTINST 16114.5 (series)**.

U.S. Coast Guard Addendum to the National Search and Rescue (SAR) Manual, COMDTINST M16120.5 and COMDTINST M16120.6, **COMDTINST M16130.2 (series)**.



Medical Evacuations

Helicopter MEDEVACS

Some assistance cases require transport of sick or injured individuals from vessels or remote locations either by vessel or helicopter.

A competent medical authority establishes the specific need for an individual to be evacuated from a vessel.

Helicopter Medical Evacuations (MEDEVACS) shall only be performed using Coast Guard helicopters unless specifically authorized by the SMC.

Every effort should be made to secure flight surgeon authorization prior to performing any MEDEVAC. However, in cases where a flight surgeon is not available, a medical doctor or SMC approval is permissible.

Once authorization has been granted to MEDEVAC a patient, the boat coxswain and/or helicopter pilot determine whether or not the evolution can be conducted safely.

Transfer to Medical Facility

After the patient is placed onboard a Coast Guard boat and prior to the patient being transferred to a medical facility, Coast Guard personnel will provide medical care to the level of their training and capability.

The unit receiving the patient is responsible for making further transport arrangements to a medical facility.

The Boat Crew Seamanship Manual, COMDTINST 16114.5 (series) contains specific guidance regarding hoisting operations including: personnel safety, weather considerations, mechanics of preparing for and completing a hoist, and other considerations.



Fire Suppression

Fire-Fighting Response Plan

Stations should work closely with their operational commander, the cognizant Marine Safety Office and other agencies to develop a comprehensive fire-fighting response plan.

Memorandums of Understanding (MOUs) should be developed to cover fire-fighting contingencies.

In general, station boats are equipped and crews trained to provide very limited firefighting capability. **The first priority and primary responsibility of station boats and crews is to save lives, not property.**

Damage Control

When appropriate, station crews may attempt to save property, but must balance the risks to the boat crew with any potential benefit.

Actions taken to save property shall always be limited to indirect attacks from a safe position.

Specific guidance regarding fire-fighting and damage control activities is contained in the Boat Crew Seamanship Manual, COMDTINST 16114.5 (series).



Rescue and Assistance

Rescue Response

When responding to a request for rescue and assistance the station boat crew's first responsibility is to save lives, not property. **Crews must exercise extreme caution when responding to sinking or capsized vessels due to the inherent dangers associated with being onboard or alongside damaged watercraft.**

Section A of this chapter details what level of risk is appropriate given the likelihood of saving lives in distress. All boat crew members should be familiar with those guidelines.

Towing

Boat crews will frequently be called upon to tow disabled vessels.

Boat coxswains, OODs and Station CO/OICs must be thoroughly familiar with the Coast Guard's non-emergency assistance policy contained in the U.S. Coast Guard Addendum to the National Search and Rescue Manual, COMDTINST M16120.5 and COMDTINST M16120.6, COMDTINST M16130.2 (series)

Boat coxswains must be familiar with the towing limitations of each unit boat to ensure safety of their crew and the assisted vessel.

Specific guidance regarding towing safety, equipment and techniques is found in the Boat Crew Seamanship Manual, COMDTINST 16114.5 (series).

Surface Swimmers

Although some cases may require placing a surface swimmer in the water to aid a person in distress, this option should only be exercised when:

- ☐ No other possible method of assistance exists,
- ☐ When the risk factors have been appropriately assessed,
- ☐ When the potential for success sufficiently justifies the risk, and
- ☐ When this action can be taken without unduly hazarding the swimmer's safety.

Surface swimmers must comply with the equipment and technique provisions contained in the Boat Crew Seamanship Manual, COMDTINST 16114.5 (series).



Chapter 5

Standards of Small Boat Operations

Overview

Introduction

This chapter provides guidance for operating Coast Guard boats. It is intended to supplement other applicable directives, which are referenced in each section.

In this Chapter

This chapter contains the following:

Topic	See Page
General	5-2
Readiness/Checklists	5-3
Minimum Equipment for Operation	5-4
Passengers and Guests	5-5
Position/Operations Normal Reports	5-6
Underway Rules, Emergencies, and Maneuvers	5-7
Vessel Mishaps	5-11
Offshore Operations	5-12
Public Affairs Operations	5-13
Trailerred/Beach Operations	5-14

References for this Chapter

Each section contains its own references.



Section A. General

Introduction

This section discusses the role of the coxswain in the operation of the boat.

Operation of the Boat

The boat coxswain shall determine who operates the boat during all phases of a mission.

Generally, the coxswain is not permitted to leave the boat during any operation.

However, when a situation exists onboard the distressed vessel that only the coxswain is capable of alleviating, and the coxswain can ensure the safety of the station boat, it **may** be permissible. The coxswain, in consultation with the station, should make this decision.

An example of such a situation is if the coxswain is the only member of the crew capable of delivering the first aid/medical attention and another member of the crew is capable of maintaining control of the boat.

U/W Time Use

Although station boats generally get underway to execute a specific mission, coxswains should maximize the utility of underway hours by taking advantage of training opportunities, remaining aware of potential LE and SAR situations, and making note of the condition of aids to navigation.



Section B. Readiness

Introduction

This section discusses boat readiness and the handling of discrepancies.

Checklists

Checklists will be used for daily checkoffs.

Specific Boat Type Operators Handbooks, COMDTINST M16114 (series) for standard boats also contain procedures for items to be aware of while underway and prior to securing the boat. Stations shall develop similar checklists for all non-standard boats assigned.

Discrepancies

During daily boat checks, particular attention shall be paid to those items that constitute disabling or restrictive discrepancies.

In the event such a discrepancy exists, units shall immediately notify the operational commander as directed in Motor Lifeboat (MLB) and Utility Boat (UTB) Standardization Program Manual, COMDTINST M16114.24 (series).

Boats with restrictive discrepancies shall not be used in mission performance until the necessary waiver has been granted.

All crew members will be familiar with the operating characteristics of all station boats, the details of which are found in the appropriate Specific Boat Type Operators Handbooks, COMDTINST M16114 (series) and District/Group/Station directives regarding non-standard boats

References for this Section

Motor Lifeboat (MLB) & Utility Boat (UTB) Standardization Program Manual, **COMDTINST M16114.24 (series)**.

Specific Boat Type Operators Handbooks, **COMDTINST M16114 (series)**.

41' UTB Operator's Handbook, **COMDTINST M16114.2 (series)**.

44' MLB Operations Handbook, **COMDTINST M16114.3 (series)**.

47' MLB Operator's Handbook, **COMDTINST M16114.25 (series)**.



Section C. Minimum Equipment for Operation

Introduction

The Specific Boat Type Operators Handbooks, COMDTINST M16114 (series) and the Motor Lifeboat (MLB) and Utility Boat (UTB) Standardization Program Manual, COMDTINST M16114.24 (series) contains details of the minimum equipment necessary for boat operation.

Other Factors

Coxswains should consider the mission being performed to determine if additional equipment, not normally onboard the boat is necessary (additional blankets, PFDs, AFFF, etc.).

Equipment that is not expressly authorized by the Specific Boat Type Operators Handbooks, COMDTINST M16114 (series) or the District Commander (for non-standard boats) may not be permanently stored onboard station boats.

Lack of or failure of equipment does not necessarily preclude the boat from getting underway in an emergency, provided the operational commander grants a waiver.

Details of this process are contained in the Motor Lifeboat (MLB) and Utility Boat (UTB) Standardization Program Manual, COMDTINST M16114.24 (series).

NSB Outfit

District Commanders shall determine standard outfit for non-standard boats (until Non-Standard Boat (NSB) Specific Boat Type Operator's Handbooks, COMDTINST M16114 (series) is promulgated).

References for this Section

Motor Lifeboat (MLB) & Utility Boat (UTB) Standardization Program Manual, **COMDTINST M16114.24 (series)**.

Specific Boat Type Operators Handbooks, **COMDTINST M16114 (series)**.

41' UTB Operator's Handbook, **COMDTINST M16114.2 (series)**.

44' MLB Operations Handbook, **COMDTINST M16114.3 (series)**.

47' MLB Operator's Handbook, **COMDTINST M16114.25 (series)**.



Section D. Passengers and Guests

Introduction

This section provides guidance when taking on passengers and guests.

Passengers and Guests

Passengers may be taken onboard station boats, at the discretion of the CO/OIC, provided the numbers do not exceed the maximum safe number of passengers for the boat type, and all passengers are wearing PFDs in accordance with Coast Guard Regulations, COMDTINST M5000.3 (series).

The coxswain is responsible for ensuring that all passengers and guests are aware of necessary safety precautions, including the use of PFDs and emergency procedures.

Guests must be authorized by the CO/OIC.

Dependents of Coast Guard personnel are permitted onboard Coast Guard boats on a not-to-interfere basis.

Guidance for authorization for public affairs operations is found in Section I of this chapter.

In the event a station boat is required for mission response while passengers or guests are onboard, they shall be disembarked prior to proceeding with the mission, if at all possible.

Reference for this Section

Coast Guard Regulations, **COMDTINST M5000.3 (series)**.



Section E. Position/Operations Normal Reports

Introduction

This section discusses the use and maintenance of various reports made while underway.

Position/Ops Normal Reports

While underway, boats will provide position reports and operations normal reports to the station at predetermined intervals not to exceed 60 minutes.

It is recommended that during heavy weather, this requirement be modified not to exceed 30 minutes. CO/OICs may modify this requirement if a situation dictates.

Lost Communications

If communications are lost, the shore station is responsible for reestablishment of communications with the boat either directly or through another station.

All station personnel will be familiar with additional lost communications procedures in station, Group/Section/Activity, and District directives.

Report Exceptions

Exceptions to ops normal reports are as follows:

- ☐ When maintaining communications with an On-Scene Commander (OSC) in conjunction with a SAR mission, or
 - ☐ When directed to maintain radio silence by a competent authority.
-

Radio Log

If the station maintains a written radio log, the contents of position and ops normal reports will be logged in the station radio log.

If the station maintains a recorded radio log, no written report of position or ops normal reports is necessary.



Section F. Underway Rules, Emergencies, and Maneuvers

Introduction

This section provides a brief discussion of the Navigation Rules of the Road, handling emergency situations and boat maneuvers.

In this Section

The following topics are discussed:

Topic	See Page
Underway Rules	5-8
Underway Emergencies/Mishap Reports	5-9
Maneuvers	5-10

References for this Section

Navigational Rules International-Inland, **COMDTINST M16672.2 (series)**.

Specific Boat Type Operators Handbooks, **COMDTINST M16114 (series)**.

41' UTB Operator's Handbook, **COMDTINST M16114.2 (series)**.

44' MLB Operations Handbook, **COMDTINST M16114.3 (series)**.

47' MLB Operator's Handbook, **COMDTINST M16114.25 (series)**.

Casualty Reporting (CASREP) Procedures (Materiel), **COMDTINST M3501.3 (series)**.

Safety and Environmental Health Manual, **COMDTINST M5100.47 (series)**.



Underway Rules

Navigation Rules of the Road

All personnel operating Coast Guard boats are obligated to abide by Inland and International Navigational Rules.

Beyond compliance with these rules, crew members must remain alert for vessels or people in distress, potential obstructions such as fishing nets or 'deadheads,' and the status of local aids to navigation.



Underway Emergencies/Mishap Reports

Emergencies

Emergencies occur even onboard the best-maintained platforms and despite practices of proper seamanship.

Well-trained crews are the best able to respond in a timely fashion, thereby maximizing the potential for successful resolution. Frequent underway casualty-control drills increase the preparation level of the crew.

Specific casualty-control actions for emergencies onboard standard boats, and required post emergency checks to ensure vessel integrity are contained in the 41' UTB Operator's Handbook, COMDTINST M16114.2 (series), 44' MLB Operations Handbook, COMDTINST M16114.3 (series), and 47' MLB Operator's Handbook, COMDTINST M16114.25 (series).

CO/OICs shall outline, in writing, emergency procedures and follow-up actions for all assigned non-standard boats.

Crew Responsibilities

As soon as practicable after the declaration of an emergency onboard the boat, the coxswain should notify the station of the emergency and the actions taken and planned.

Responsibility for the safety of the crew and boat and the successful resolution of the emergency lies solely with the coxswain.

Filing Mishap Reports

Mishap reports must be filed in accordance with:

- ❑ Casualty Reporting (CASREP) Procedures (Materiel), COMDTINST M3501.3 (series).
- ❑ Safety and Environmental Health Manual, COMDTINST M5100.47 (series).



Maneuvers

Maneuvering

Each boat type operates differently in various environmental conditions.

Specific guidance regarding techniques for maximum performance, hazardous conditions, and limitations are contained in each boat type's Specific Boat Type Operators Handbooks, COMDTINST M16114 (series).

Crew members shall be familiar with operator's handbook provisions and operate boats accordingly.

Districts shall develop similar specific guidance regarding techniques for maximum performance, hazardous conditions, and limitations for all non-standard boats attached to units within the District.



Section G. Vessel Mishaps

Introduction

This section provides resources for vessel mishaps.

Vessel Mishaps

Documentation and investigation of vessel mishaps is covered in the references:

- ❑ Safety and Environmental Health Manual, COMDTINST M5100.47 (series).
- ❑ Casualty Reporting (CASREP) Procedures (Materiel), COMDTINST M3501.3 (series).

Groups are responsible for establishing pre-mishap plans for all subordinate units. All boat crew members shall be familiar with unit pre-mishap plans.

References for this Section

Safety and Environmental Health Manual, **COMDTINST M5100.47 (series)**.

Casualty Reporting (CASREP) Procedures (Materiel), **COMDTINST M3501.3 (series)**.



Section H. Offshore Operations

Introduction

This section discusses the boat limitations and waivers for offshore operations.

Operational Limits

Operational limits for standard boats are contained in the appropriate Specific Boat Type Operators Handbooks, COMDTINST M16114 (series) and may only be waived by the Group, Activity, Section, or District Commander (D17).

- ⇒ Table 4-1 of the U.S. Coast Guard Addendum to the National Search and Rescue (SAR) Manual, COMDTINST M16130.2 specifies a 30 NM offshore operating limit for the 41' UTB.

All elements of a boat's limitations must be considered including the distance offshore, weather, sea state, and sustained winds prior to proceeding.

Additional crew should be considered for missions beyond the prescribed distance offshore, or when a mission will be of an extended duration.

Waiver and Final Decision

In instances where the operational commander grants a waiver of a boat's operational limits, the final decision regarding the safety of the mission rests with the boat coxswain and station CO/OIC.

References for this Section

Specific Boat Type Operators Handbooks, **COMDTINST M16114 (series)**.

41' UTB Operator's Handbook, **COMDTINST M16114.2 (series)**.

44' MLB Operations Handbook, **COMDTINST M16114.3 (series)**.

47' MLB Operator's Handbook, **COMDTINST M16114.25 (series)**.

U.S. Coast Guard Addendum to the National Search and Rescue (SAR) Manual, COMDTINST M16120.5 and COMDTINST M16120.6, **COMDTINST M16130.2 (series)**.



Section I. Public Affairs Operations

Introduction

This section discusses when station boats can participate in community affairs and who authorizes this request.

Guidelines

Station boats may be used in support of community and media relations on a not-to-interfere basis with operations, and in accordance with the Coast Guard Public Affairs Manual, COMDTINST M5728.2 (series).

Station readiness shall not be compromised for such participation.

Stations shall ensure the operational commander is informed of all station commitments. All requests should be routed through the immediate operational commander.

Underway or Static Displays

Various organizations request the participation of Coast Guard boats in local demonstrations and celebrations. Although approval for such events rests with the CO/OIC, the operational commander should be kept informed regarding all such events and changes in resource availability, if any, that such participation brings. The provisions of Coast Guard Public Affairs Manual, COMDTINST M5728.2 (series) Chapter 3 are applicable.

References for this Section

Public Affairs Manual, **COMDTINST M5728.2 (series)**.



Section J. Trailered/Beach Operations

Introduction

This section discusses guidance and procedure development for trailering boats, the use of emergency lights/sirens and beach rescue.

In this Section

The following topics are discussed:

Topic	See Page
Guidance and Procedure Development	5-15
Vehicle Emergency Lights/Sirens	5-16
Beach Rescue	5-17



Guidance and Procedure Development

Procedures

Stations will develop procedures for trailering boats and conducting beach responses using trailered boats, vehicles, and equipment.

Guidance

When developing guidance for trailering boats, stations shall address:

- ☐ Trailer hitch, safety chains, breakaway cable, lights, trailer wheel bearings
 - ☐ Permissible speed limit
 - ☐ Expected increase in stopping distance
 - ☐ Expected increase in turning radius
 - ☐ Procedures for launching boat
 - ☐ Boat recovery
-



Vehicle Emergency Lights/Sirens

Lights/Sirens

Generally, the use of emergency lights and sirens is not necessary for response purposes. However, in those locations where adequate response capabilities can only be provided by trailering a boat, lights and sirens may be authorized by the station's operational commander.

Such lights and sirens must comply with local regulations, and crews must be trained in emergency vehicle operation procedures.

Exceeding local traffic regulations (speed limit, traffic lights, etc.) is prohibited.



Beach Rescue

Station or Local Agencies

Helicopter response is the preferred method of retrieving people in the water from beach surf areas.

Generally, local agencies are better equipped and trained for beach rescue. Stations will not normally undertake beach rescues alone.

Liaison with local rescue authorities is strongly encouraged.

Stations in AORs where local agencies may call upon the Coast Guard to assist with beach rescues must clearly establish, in writing, each agency's responsibilities and limitations in this area. Copies of these agreements shall be provided to the operational commander and District Commander.

Developing Procedures

When developing procedures for participating in beach responses in support of other agencies, units should establish the following:

- ☐ What agency retains jurisdiction in beach areas within the unit's AOR?
- ☐ Does that agency have trained swimmers and harness equipment?
- ☐ Under what circumstances will the Coast Guard be called upon to perform as the on-scene?

CO/OICs will develop training and qualification guidance for crew members likely to be involved in beach rescue missions.



Chapter 6

Rescue and Survival System

Overview

Introduction

This chapter provides guidance for the use of rescue and survival systems equipment.

Stations need adequate safety rescue equipment and survival systems to meet their many operational commitments in a wide variety of environmental conditions.

In this Chapter

This chapter contains the following:

Topic	See Page
Administration and Allowance	6-2
Personal Protection Equipment (PPE)	6-3
Flotation Equipment	6-4
Rescue Equipment	6-5
Hypothermia Protection and Cold Weather Clothing and Equipment	6-6
Survival Clothing and Equipment	6-9

Reference for this Chapter

Each section has its own reference section.



Section A. Administration and Allowance

Introduction

Unit missions, platforms attached and geographic location determine rescue and survival equipment allowances.

During any specific mission, environmental conditions must also be considered in determining any additional rescue and survival equipment necessary.

Administration

The CO/OIC shall appoint, in writing, a petty officer to manage the unit's rescue and survival equipment.

The appointed petty officer is responsible for:

- ❑ Administration and coordination of the various requirements detailed as periodic maintenance or maintenance and repair in the CG Rescue and Survival Systems Manual, COMDTINST 10470.10 (series) through the appropriate department within the unit (e.g., dewatering pump maintenance performed by engineering department, ring buoy maintenance performed by deck department, etc.).
- ❑ Ensuring that sufficient equipment is purchased to maintain the unit's required allowance.
- ❑ Ensuring that all personnel are aware of the proper use and care of equipment.
- ❑ Becoming the unit expert on rescue and survival system equipment.

Allowance

Boat outfit lists provide for additional equipment for use by passengers. However, specific missions may require carrying additional equipment if the potential number of passengers could exceed the boat outfit.

The appropriate Specific Boat Type Operators Handbooks, COMDTINST M16114 (series) provides the correct allowance and stowage plan for all rescue and survival equipment required to be onboard.

CO/OICs may establish unit allowances beyond the minimum required to ensure readiness.

Reference for this Section

CG Rescue and Survival Systems Manual, **COMDTINST M1047.10 (series)**.

Specific Boat Type Operators Handbooks, **COMDTINST M16114 (series)**.

41' UTB Operator's Handbook, **COMDTINST M16114.2 (series)**.

44' MLB Operations Handbook, **COMDTINST M16114.3 (series)**.

47' MLB Operator's Handbook, **COMDTINST M16114.25 (series)**.



Section B. Personal Protective Equipment (PPE)

Introduction

This section discusses clothing and equipment used by unit personnel who routinely are part of a boat crew or boarding party.

All items, except pyrotechnics may be issued to individual crew members.

Use of equipment other than the items specified in the CG Rescue and Survival Systems Manual, COMDTINST M1047.10 (series) is prohibited unless specifically authorized by Commandant (G-OCS).

Basic Clothing and Equipment

The following list of basic clothing and equipment is considered the minimum necessary for safe performance of boat crew duties.

This list does not represent the total inventory of survival clothing and equipment potentially necessary at individual stations.

The items on this list should be issued to all boat crew members.

- | | |
|---|---|
| <input type="checkbox"/> Helmet | <input type="checkbox"/> Parachute bag |
| <input type="checkbox"/> Raingear | <input type="checkbox"/> Sunglasses |
| <input type="checkbox"/> Boat shoes | <input type="checkbox"/> Knife |
| <input type="checkbox"/> Gloves and inserts | <input type="checkbox"/> Safety boots |
| <input type="checkbox"/> Goggles | <input type="checkbox"/> Anti-exposure coverall |

Protective Clothing

Protective clothing and equipment issued to personnel shall be considered organization clothing.

Returnable Items

The following items are considered returnable protective clothing items:

- | | |
|--|---|
| <input type="checkbox"/> Helmet | <input type="checkbox"/> Anti-exposure coveralls |
| <input type="checkbox"/> Raingear | <input type="checkbox"/> Dry suit |
| <input type="checkbox"/> Goggles | <input type="checkbox"/> Cold weather glove system, layer 3 and 2 |
| <input type="checkbox"/> Parachute bag | |
| <input type="checkbox"/> Knife | |

Non-Returnable Items

The following items are considered non-returnable protective clothing items:

- | | |
|--|---|
| <input type="checkbox"/> Boat shoes | <input type="checkbox"/> Thermal socks |
| <input type="checkbox"/> Sunglasses | <input type="checkbox"/> Insulated boots |
| <input type="checkbox"/> Gloves and inserts | <input type="checkbox"/> Cold weather glove system, layer 1 |
| <input type="checkbox"/> Safety boots | |
| <input type="checkbox"/> Thermal protection, layer 1 and 2 | |

References in this Section

CG Rescue and Survival Systems Manual, **COMDTINST M10470.10 (series)**.



Section C. Flotation Equipment

Introduction

This section discusses personal flotation devices (PFDs), their types and use.

PFD Requirements

CO/OICs are required by Coast Guard Regulations, COMDTINST M5000.3 (series) to ensure all crew members and passengers onboard Coast Guard boats wear Coast Guard approved PFDs at all times underway.

Types

The CO/OIC, in conjunction with the boat coxswain, shall determine the most appropriate PFD type to be used during all operational missions, ensuring preparation for the most adverse conditions.

Coast Guard approved PFDs include:

- ☐ Type I PFD
- ☐ Type III PFD
- ☐ Type III Flotation jacket
- ☐ Type V Anti-exposure coveralls

Although the Type I Survivor's PFD is authorized for use by passengers, survivors, and prisoners, it is not authorized for use by boat crew members due to the limitations it places on mobility.

Reference for this Section

Coast Guard Regulations, **COMDTINST M5000.3 (series)**.



Section D. Rescue Equipment

Introduction

This section discusses the types of rescue equipment and the equipment carried aboard station boats.

Standard Rescue Equipment

Station boats carry several types of rescue equipment, including dewatering pumps and equipment to aid in the removal of people from the water.

Standard rescue equipment carried onboard station boats may include:

- ☐ CG-P1B, CG-P5 or CG-P6 dewatering pump
- ☐ Stokes litter
- ☐ Ring buoy and float light
- ☐ Rescue line throw bag

Some of this equipment is multi-purpose. For instance, a ring buoy may be used to retrieve a person from the water or may be used to mark datum at the start of a search pattern.

Use

Procedures for using rescue equipment are detailed in both the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and the CG Rescue and Survival Systems Manual, COMDTINST M1047.10.

References for this Section

Boat Crew Seamanship Manual, **COMDTINST M16114.5 (series)**.
CG Rescue and Survival Systems Manual, **COMDTINST M1047.10**.



Section E. Hypothermia Protection and Cold Weather Clothing and Equipment

Introduction

This section provides guidance on hypothermia protection and types of cold weather clothing and specialty equipment.

In this Section

The following topics are discussed:

Topic	See Page
Hypothermia Protection	6-7
Cold Weather Clothing and Equipment	6-8

References for this Section

CG Rescue and Survival Systems Manual, **COMDTINST M1047.10 (series)**.

Boat Crew Seamanship Manual, **COMDTINST M16114.5 (series)**.

41' UTB Operator's Handbook, **COMDTINST M16114.2 (series)**.

44' MLB Operations Handbook, **COMDTINST M16114.3 (series)**.

47' MLB Operator's Handbook, **COMDTINST M16114.25 (series)**.



Hypothermia Protection

Requirements and Waivers

CO/OICs must ensure that hypothermia survivability is included in the risk assessment for each mission. If conditions are unknown, boat crew members should be prepared for the most adverse conditions by carrying extra thermal protection.

CO/OICs may waive the requirement for wearing hypothermia protective devices if the risks associated with degraded crew performance, thermal stress, and environmental considerations are offset by the benefits associated with the waiver.

- ❑ During waiver conditions, boat crew members shall carry hypothermia protective devices onboard the boat.
 - ❑ When the waiver conditions are exceeded, all crew members must don hypothermia protective devices.
-

Layering Clothing

Boat crew members should be aware of the concepts of layering, and the appropriate garments/fabrics to be used in layering for maximum hypothermia protection.

Further guidance on layering and hypothermia protection can be found in the CG Rescue and Survival Systems Manual, COMDTINST M1047.10 (series) and Boat Crew Seamanship Manual, COMDTINST M16114.5 (series).



Cold Weather Clothing and Equipment

Requirement

Cold weather clothing and equipment are required any time air and/or water temperatures fall below 50-degrees Fahrenheit.

Specific requirements are contained in the CG Rescue and Survival Systems Manual, COMDTINST M1047.10 (series).

Types

Cold weather clothing and equipment includes the following:

- ☐ Dry suit
- ☐ Insulated boots
- ☐ Thermal underwear
- ☐ Thermal socks
- ☐ Cold weather glove system
- ☐ Headgear

Personnel must be aware that dry suit use alone does not provide adequate hypothermia protection and layering of garments must be employed.

Specialty Equipment

Items beyond those listed here may be required depending upon individual unit missions and needs. Specific guidance regarding specialty equipment carriage requirement is contained in the CG Rescue and Survival Systems Manual, COMDTINST M1047.10 (series), 41' UTB Operator's Handbook, COMDTINST M16114.2 (series), 44' MLB Operations Handbook, COMDTINST M16114.3 (series), and 47' MLB Operator's Handbook, COMDTINST M16114.25 (series).



Section F. Survival Clothing and Equipment

Introduction

This section discusses the types and use of survival equipment.

Equipment

Boat crew survival equipment consists of the following:

- ☐ Boat crew survival vest
- ☐ Boat crew safety belt

Survival Vest

Survival vests shall be worn over a Coast Guard approved flotation device at all times while underway.

Commands must ensure accountability of the survival vest and attached pyrotechnics in accordance with the Ordnance Manual, COMDTINST M8000.2 (series).

Safety Belt

The boat crew safety belt shall be used by all crew members as a safety restraint system during hazardous conditions such as heavy weather and surf as defined in the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series).

Further information regarding the use, care, replacement and maintenance of survival clothing is contained in the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series).

UTB Life rafts

41' UTBs are equipped with a Coast Guard approved 6-person life raft.

Guidelines for deployment and use are contained in the CG Rescue and Survival Systems Manual, COMDTINST M1047.10 (series).

EPIRBs

Coast Guard 41' UTBs are authorized to carry an Emergency Position Indicating Radio Beacons (EPIRBs) as an optional outfit item.

Some non-standard boats, at the discretion of the individual District, may be similarly equipped.

References for this Section

Ordnance Manual, **COMDTINST M8000.2 (series)**.

Boat Crew Seamanship Manual, **COMDTINST M16114.5 (series)**.

CG Rescue and Survival Systems Manual, **COMDTINST M1047.10 (series)**.



Chapter 7

Training and Qualification

Overview

Introduction

Active duty, reserve, auxiliary, and civilian personnel conduct station operational missions.

This chapter describes the training and qualification program, and the policies and procedures established to assure the continued development and availability of these professionals.

This chapter provides a broad overview of the training infrastructure and how it relates to the unit training program at stations.

Follow-on sections describe the unit training program and its various elements in greater detail.

In this Chapter

This chapter contains the following:

Topic	See Page
General	7-2
Organization	7-4
Unit Training Program	7-10
Duties and Responsibilities	7-18
Personal Qualification Standards (PQS)	7-23
Certification/Lapse and Recertification	7-38
Currency Maintenance	7-40
Formal Schools	7-41
General Military Training	7-55
Motor Lifeboat (MLB) Surf Training Doctrine	7-61

References for this Chapter

Training and Education Manual, **COMDTINST M1500.10 (series)**.

National Search and Rescue Manual, Vol I, **COMDTINST M16120.5 (series)** and Vol II, **COMDTINST M16120.6 (series)**.

U.S. Coast Guard Addendum to the National Search and Rescue (SAR) Manual, **COMDTINST M16120.5** and **COMDTINST M16120.6**, **COMDTINST M16130.2 (series)**.

Telecommunications Manual, **COMDTINST M2000.3 (series)**.

Boat Crew Seamanship Manual, **COMDTINST 16114.5 (series)**.

Boarding Officer/Boarding Team Member Personal Qualification Standard (BO/BTM PQS), **COMDTINST M16247.3 (series)**.

Group and Station Communications Watchstander Qualification Guide, **COMDTINST M16120.7**.

Boat Crew Training Manual, **COMDTINST M16114.9 (series)**.

Motor Lifeboat (MLB) & Utility Boat (UTB) Standardization Program Manual, **COMDTINST M16114.24 (series)**.



Section A. General

Introduction

The training and qualification requirements set forth in this Manual are established by various Program Managers to ensure the readiness of the station and boat crews to complete assigned missions or carry out programmatic responsibilities safely and effectively.

The following sections provide a general description of various training sources and programs used to assist the station in the execution of its unit training program. The availability of individual training sources for each station may be dependent on missions and geographic location.

In this Section

The following topic is discussed:

Topic	See Page
Training	7-3



Training

Training Teams

Area or District training teams (TRATEAMS) travel to stations and provide a variety of training solutions.

Course Managers, in conjunction with Commandant (G-WTT), may certify this training as equivalent to formal school completion.

TRATEAMS can provide training for PQS completion; evaluate the skill and knowledge of individual members or teams (e.g., boarding teams); and act as observers for unit drills or exercises.

Standardization Teams

Standardization Teams (STANTEAMS) travel to stations to evaluate the condition of standard boats, boat crew proficiency, as well as the knowledge and skill of individual members.

STANTEAMS also evaluate unit rescue and survival systems, boat crew training and qualification programs.

STANTEAMS can provide classroom lectures and provide unit-specific recommendations to improve boat crew training and qualification programs.

Exportable Training

Coast Guard training commands or Program Managers often “export” training, sending instructors to the station.

This training may include a variety of classroom or underway training. Course Managers, in conjunction with Commandant (G-WTT), may certify this training as equivalent to formal school completion. Instruction received may be applied toward PQS completion.

Additional Training Sources

Commercial and government (including Department of Defense (DOD)) schools may be used to obtain training that is not available through the Coast Guard class “C” school system.

Course Managers, in conjunction with Commandant (G-WTT), may certify this training as equivalent to formal school completion. Instruction received may also be applied toward PQS completion.

Prior to purchasing any commercial training course, the unit should ensure that the training is not available through the Coast Guard class “C” school system or through a DOD school system.



Section B. Organization

Introduction

The Office of Training and Performance Consulting (G-WTT) is the approval authority for all headquarters mandated formal school and general military training requirements.

Commandant (G-WTT) and the Office of Boat Forces (G-OCS) will coordinate the publishing of approved requirements in this Manual.

This policy does not limit Area and District Commanders from specifying additional training requirements. However, District Commanders are encouraged to establish a central approval authority to ensure a coordinated view of all training mandated on their stations is maintained. They are also encouraged to provide a single instruction that specifies all training required by the Area or District.

In this Section

The following topics are discussed:

Topic	See Page
Commandant, Office of Boat Forces (G-OCS)	7-5
Commandant, Office of Training and Performance Consulting (G-WTT)	7-6
Training Quota Management Center (TQC)	7-7
District Commanders	7-8
Groups, Sections, and Activities	7-9

References for this Section

U.S. Coast Guard Station Operations Manual, **COMDTINST M3100.6**.

Training and Education Manual, **COMDTINST M1500.10 (series)**.



Commandant, Office of Boat Forces (G-OCS)

Program Manager Duties

Chief, Office of Boat Forces (G-OCS) as program manager for stations shall:

- ❑ Promulgate and maintain the Station Operations Manual.
 - ⇒ Collate formal school and general military training requirements based upon input from Course Managers.
 - ⇒ Develop and maintain standards for boat training exercises.
 - ⇒ Establish duty-stander qualification requirements.
 - ⇒ Establish requirements and doctrine for implementation of the unit training program.
 - ❑ Monitor Coast Guard boat operations to determine future training needs, and adjust the system accordingly.
 - ❑ Maintain liaison with the Training Quota Management Center, other U. S. Government training commands and training sources as appropriate and authorized by Commandant (G-WTT), in order to maintain an integrated quota management system. This system should allow for improved quota management including:
 - ⇒ The acquisition of non-Coast Guard quotas necessary to meet program needs.
 - ⇒ An equitable allocation process given program priorities.
 - ⇒ Out-year quota projections.
 - ⇒ A database of training scheduled, commenced and completed.
 - ❑ Provide system documentation for the boat crew training program by:
 - ⇒ Establishing guidelines for implementing boat crew training.
 - ⇒ Promulgating specific training guides for the different boat crew positions.
 - ⇒ Recommending documentation for maintaining the system records.
 - ❑ Serve as Headquarters Planning Coordinator for Utility Boat (UTB) and Motor Life Boat (MLB) Standardization Team staffs.
 - ❑ Monitor boat training programs offered by the UTB Systems Center and National MLB School.
-



Commandant, Office of Training and Performance Consulting (G-WTT)

Training Manager Duties

Chief, Office of Training and Performance Consulting (G-WTT) as the Coast Guard's training manager shall:

- ❑ Act as final approving authority for new formal school and general military training requirements.
 - ❑ Provide training policies and processes needed to manage station training.
 - ❑ Establish and monitor measures of effectiveness and efficiency of training.
 - ❑ Manage AFC-56 budget and training quota control systems in support of station training.
 - ❑ Provide training consultation services for Course Managers when requested.
 - ❑ Assist Course Managers in determining equivalencies between formal schools and training received from other sources including exportable training and commercial and government schools.
 - ❑ Coordinate station training needed as a result of major acquisitions (provide appropriate data bases).
-

Course Managers

Course Managers (CM) are responsible for detailed management of Coast Guard particular courses and schools.

Course Managers, in conjunction with Commandant (G-WTT), shall:

- ❑ Establish training requirements within processes and guidelines set forth by Commandant (G-WTT).
 - ❑ Manage assigned formal schools and training programs in accordance with Commandant (G-WTT) directives.
 - ❑ Act as waiver authority for all formal schools and training requirements under their cognizance.
-



Training Quota Management Center (TQC)

Responsibilities

The Training Quota Management Center (TQC) is a headquarters unit located in Portsmouth, VA responsible for the order-issuing functions for class "C" Schools. TQC shall:

- ❑ Administer the Coast Guard's quota allocation process and serve as the class "C" school order-issuing authority for all Headquarters program managers in accordance with the Training and Education Manual and this Manual.
 - ❑ Advise Commandant (G-WTT) of any inconsistencies in station or boat crew formal school training with information copies to Commandant (G-OCS).
 - ❑ Assign quotas based upon the training requirements identified in this Manual in conjunction with the Operating Logistics Support Plan for assigned boats and program direction.
 - ❑ Schedule training for station personnel in accordance with this Manual, the Operating Logistics Support Plan for assigned boats and program direction.
 - ❑ Maintain liaison with other U.S. Government training commands and training sources, as appropriate and authorized by Commandant (G-WTT), in order to maintain an integrated quota management system. This system should allow for improved quota management including historical utilization data.
-



District Commanders

Responsibilities

Within the District, the District Commander is responsible for carrying out the functions and duties of the Coast Guard and for assuring that these duties are performed efficiently, safely and economically. District Commanders shall:

- ❑ Issue directives as necessary to expand upon, but not contradict, the requirements in this Manual.
 - ❑ During MLC technical and compliance inspections, ensure the unit training program is implemented in accordance with this Manual and area directives.
 - ❑ Develop course curricula and schedule District Training Team visits. Submit curricula to Area Commanders for approval.
 - ❑ Submit an annual training plan as required by the Training and Education Manual, COMDTINST M1500.10 (series).
 - ❑ Submit requests to the Area Commander for the use of training facilities that are not maintained by the Coast Guard or U.S. Navy. Fund training conducted at these facilities upon Area approval.
-



Groups, Sections, and Activities

Responsibilities

Group, Section, and Activity Commanders provide direction, support and coordination, for functions performed by subordinate units.

They provide training support for subordinate units primarily by monitoring the training and operational performance of each unit.

Groups, Sections, and Activities shall:

- ❑ Oversee all station training and qualification programs under their respective cognizance. Issue directives as necessary to expand upon, but not contradict, the requirements in this Manual, and all other applicable objectives.
- ❑ During unit inspections, ensure the unit training program is implemented in accordance with this Manual and District and Area directives.
- ❑ Use standardization team publications and checksheets as guides for conducting ready for operations inspections and drills.

To emphasize the importance of the training program, Group, Section and Activity Commanders are encouraged to periodically get underway on boats assigned to their units.



Section C. Unit Training Program

Introduction (Command Emphasis)

A worthwhile unit training program may only be realized through the dedicated efforts and commitment of all station personnel.

It begins with the CO/OIC who must provide an appropriate level of “command emphasis” to ensure a viable training program.

Implementing that program then becomes largely an all-hands responsibility. Virtually every member of the crew will participate as a PQS qualifier, drill evaluator, instructor, and mentor or as a member of the Training Board.

Responsibilities and duties to be carried out by these personnel are described throughout this chapter.

In this Section

The following topics are discussed:

Topic	See Page
Unit Training Program Guidance	7-11
Training Board and Unit Training Plan	7-12
Duty Stander Qualification Training Program	7-13
Indoctrination Program	7-16
Training Records	7-17



Unit Training Program Guidance

Written Guidance

Each station shall maintain written guidance for training that, at a minimum, addresses the following:

- ❑ Internal procedures and guidelines for conduct of the Training Board including the required frequency of meetings.
 - ❑ Training Board memberships by name or position/title.
 - ❑ Duty Stander Training Program, including:
 - ⇒ Qualification Examining Board (QEB) memberships by name or position/title.
 - ⇒ A list of PQS and JQR qualifiers by name and subject matter.
 - ⇒ Processes for:
 - Successful completion of PQS/JQR tasks.
 - Practical evaluation of trainees.
 - Conduct of QEBs in accordance with prescribed procedures.
 - ❑ Internal routing procedures for PQS/JQR qualification records (including practical evaluations and Qualification Examining Board recommendations), exercise evaluation (e.g., RFO self-audit) sheets, and departmental and duty section training records.
 - ❑ Indoctrination Program responsibilities, policies and procedures.
-



Training Board and Unit Training Plan

Training Board

All stations, including stations (small), with an allowance of 11 or more personnel assigned shall establish a Training Board.

Membership

Minimum: The Executive Officer/Executive Petty Officer (XO/XPO) or a non-pooled station (small) OIC, Engineering Petty Officer (EPO), ANT supervisor (if assigned), Training Petty Officer (if assigned), and the senior coxswain/surfman are the minimum Training Board membership. See Section D, Training Board.

NOTE:

Parent station's EPO shall serve as members of non-pooled station (small) Training Boards.

Unit Training Plan

The Unit Training Plan (CG-5293 or locally produced form) is the foundation of the unit training program and is prepared by the Training Board.

Training Scheduling

It shall, at a minimum, identify time slots for all scheduled drills, exercises, all-hands training and departmental/divisional training.

The Unit Training Plan is in the form of a universal calendar and provides the station with a flexible means of scheduling training to be accomplished over a specific period of time.

It is anticipated that the station will prepare Unit Training Plans that correspond with the duty cycle.

CG-5293 may be locally reproduced and is part of Jet Form Filler for CGSWIII.

Responsibilities

- ☐ The CO/OIC shall approve the Unit Training Plan.
- ☐ The XO/XPO/Training Officer is responsible for annotating the Unit Training Plan to reflect what training actually gets accomplished. By this procedure, the Unit Training Plan becomes the Unit Training Record.
- ☐ Unit Training Plans must be prepared for at least one month at a time. The Quarterly Training Plan (old CG-5293) and Weekly Training Plan (CG-5288) are not required.



Duty Stander Qualification Training Program

Training Programs

Stations shall establish and maintain duty stander qualification training programs to fully prepare assigned personnel for certification and to maintain desired skills through recurrent training.

At a minimum, duty stander training programs shall provide for an efficient, effective process for:

- ☐ Successful completion of personal qualification standards,
- ☐ Practical assessment of the trainee, and
- ☐ Comprehensive examination in accordance with prescribed standards.

Personal Qualification Standards (PQS)

Personal Qualification Standards (PQS) is a compilation of the minimum knowledge and skills that an individual must demonstrate in order to qualify to stand watches or perform other specific routine duties necessary for the safety, security and proper operation of the station.

The goal of PQS is to standardize and facilitate these qualifications.

Station CO/OICs shall analyze PQS and promulgate additional requirements as required to address local needs for certification at the unit.

Unit commanders shall advise Commandant (G-OCS) and the appropriate program manager (e.g., G-OPL for the BO/BTM PQS), by letter via the chain of command, of recommendations for improvement of PQS used to certify station personnel.

Where Coast Guard PQS exists, it shall be used in lieu of Job Qualification Requirements.

Job Qualification Requirements (JQR)

Job Qualification Requirements (JQR) shall be developed for duty-standing positions for which there is no prescribed Coast Guard PQS (e.g., OOD).

- ☐ JQRs shall be written in the same format as Coast Guard qualification guides or PQS.
- ☐ Sharing of JQRs among stations will help standardize the program and mitigate the administrative burden on individual stations.

Providing copies of JQRs to Commandant (G-OCS), via the chain of command, can aid in the development of Coast Guard specific PQS in those areas where no PQS exists. Commandant (G-OCS) is developing a Coast Guard Intranet page to establish a central database of various training related materials, including JQRs. Once instituted, Commandant (G-OCS) will promulgate guidelines for uploading and downloading these files.

Continued on next page



Duty Stander Qualification Training Program (continued)

Local Area Knowledge and Geographic Points

Stations shall prepare and administer local area knowledge and geographic point examinations to satisfy communications watchstander, boat crew member, coxswain, surfman, PQS, and Officer-of-the-Day (OOD) JQR task requirements.

Examinations shall include "open and closed book" tests (i.e., with and without lists of common (i.e., local and charted) names of geographic points), as well as underway, visual and electronic (i.e., radar) day and night recognition tests.

Qualification Examining Board (QEB)

Qualification Examining Boards (e.g., Boat Crew Examining Board (BCEB), Law Enforcement Qualification Board (LEQB)) shall be established and maintained in accordance with specific guidance contained in qualification guides, personal qualification standards, and this Manual. Examining boards shall:

- ☐ Ensure all phases of the qualification process have been successfully completed in the manner prescribed by qualification guides, personal qualification standards, and this Manual.
- ☐ Make recommendations for certification to the CO/OIC.
- ☐ Provide guidance to the member for additional training as required.
- ☐ Advise the CO/OIC on matters pertaining to the qualification process.

QEB Membership

Qualification Examining Board members shall be currently certified for the Qualification Examining Board position.

If there are not enough members with current certifications, stations shall postpone the planned board convening until members with current certifications are available or contact the Group Commander to arrange for members with current certifications from neighboring stations.

Practical Evaluations

Practical evaluations (i.e., check rides, supervised break-ins or mock boardings), shall be prepared and administered in conjunction with the qualification process for:

- ☐ Boat crew (i.e., crew member, engineer, coxswain, surfman)
- ☐ Boarding team (i.e., boarding team member, boarding officers)
- ☐ Other duty standers (e.g., communications watchstander, OOD)

Continued on next page



Duty Stander Qualification Training Program (continued)

Practical Evaluation Checklists

Practical evaluation checklists shall be prepared and administered to assess the required knowledge and skill identified in qualification guides, personal qualification standard, and all applicable directives.

- ☐ Checklists shall be used for all practical evaluations.
- ☐ Completed checklists shall be reviewed and signed by the trainee and evaluator at the conclusion of the practical evaluation.
- ☐ Boat type specific tasks should be specifically identified on boat crew evaluation checklists.
- ☐ The use of practical evaluation checklists developed by standardization teams shall be used when applicable.

Evaluators

CO/OIC designated evaluators shall complete practical evaluation checklists. For practical evaluations, evaluators shall be:

- ☐ The most qualified and experienced members available.
- ☐ Thoroughly familiar with the references and the practical evaluation checklist for the desired designation.
- ☐ Designated in writing by the station CO/OIC.
- ☐ Currently certified.

The trainee's trainer/mentor should be excluded from the practical evaluation process.

Recommended Evaluator	To Evaluate Candidates for:
OIC, XPO, Senior BM (at CO stations)	Surfman
Senior Surfman/Coxswain	Surfman, coxswain, boat crew member
EPO, Senior Boat Engineer	Boat engineer
CO/OIC, XO/XPO, Senior OOD	OOD, communications watchstander



Indoctrination Program

Purpose

Each unit shall develop and implement an Indoctrination Program.

The purpose of the Indoctrination Program shall be to familiarize each new member with the basic administration, organization and standard operating procedures of the station.

Structure

The program shall be structured so that it can normally be completed within two weeks of the member reporting aboard.

Specific attention shall be given to including critical safety-related issues and programs. Certain Personnel Qualification Standards (PQS) and Job Qualification Requirements (JQR) or portions of a PQS or JQR may be required as part of the Indoctrination Program.



Training Records

Electronic

CO/OICs shall ensure required training information is entered into the Abstract of Operations (AOPS), Training Management Tool (TMT) or appropriate database.

Individual Training Records

Standardization of individual training records is necessary to permit an orderly review of training accomplished and to evaluate the effectiveness of the unit training program.

Individual training records shall be maintained for all personnel in folder CG-5285.

Structure

The individual training record shall be structured as follows:

- ❑ Inside Front Cover - Completed indoctrination check-off sheets.
- ❑ Section I - Copies of Certification Letters or Administrative Remarks (CG-3307) regarding PQS/JQR certification, revocation, and/or recertification. Copies of Individual's Record of Small Arms Training (CG-3029A).
- ❑ Section II - Formal school completion letters or certificates. Copies of correspondence course completion letters.
- ❑ Section III - Copies of correspondence related to advancement or promotion and Performance Based Qualifications Sheets including:
 - ⇒ BO/BTM PQS
 - ⇒ Boat crew qualification PQS sign-off sheets
 - ⇒ Records of underway drills and operations
 - ⇒ Boarding team and boat crew practical examination assessments
 - ⇒ Duty stander designation letters of certification
 - ⇒ AOPS or TMT report reflecting completion of the most recent recurrent training
- ❑ Section IV - Record of lectures attended on general military training, departmental/divisional training or those associated with professional development programs (law enforcement, SAR training, etc.).
- ❑ Section V - Miscellaneous training records and information.

Handling

Officers shall maintain their own training records. All members shall hand carry their training records between units.

The United States Coast Guard Training Record (CG Form 5285) is the standard training jacket for this purpose. Upon permanent change of station (PCS), training records will be sealed and hand-carried by the member to the gaining command.

Completed PQS sign-off sheets and practical examination assessments shall be maintained for a minimum of four years. Letters of certification shall be maintained indefinitely. Each member's record must be updated at least once each semi-annual period.



Section D. Duties and Responsibilities

Introduction

This section reviews the responsibilities of the command cadre and various collateral duty assignments related to training.

In this Section

The following topics are discussed:

Topic	See Page
Command	7-19
Training Board	7-20
Training Petty Officer & Assistant Training Petty Officer	7-21
Educational Services Officer	7-22



Command

Commanding Officers/Officers-in-Charge

Station CO/OIC shall carry out an active unit training program based on the requirements of this Manual and Area/District directives. CO/OICs shall:

- ☐ Provide an appropriate level of guidance to ensure station personnel, including subordinate unit (i.e., station (small)) personnel, receive the quantity and quality of training needed to carry out assigned missions.
- ☐ Approve the Unit Training Plan.

Station (small) OICs shall also perform the duties of station XPO and station training officer.
--

Station Executive Officer/Executive Petty Officer

The XO/XPO shall:

- ☐ Serve as chairman of the station's Training Board.
 - ☐ Supervise the Training Officer (if assigned).
 - ☐ Maintain liaison with the designated Educational Services Officer.
 - ☐ Establish and administer the Indoctrination Program.
 - ☐ Publish scheduled training activities in the Plan of the Day/Week.
-



Training Board

Membership

Training Board membership shall, at a minimum, include the Executive Officer/Executive Petty Officer (XO/XPO), all department heads, ANT supervisor (if assigned), training petty officer (if assigned), and the senior coxswain/surfman.

Responsibilities

The Training Board shall:

- ❑ Prepare the Unit Training Plan; to establish training policies and priorities; define station needs and specify training objectives to meet mission responsibilities.
 - ❑ Supervise and control training and periodically review and modify training policies and programs to adapt to changing needs and conditions.
 - ❑ Manage the Unit Training Plan by scheduling station drills and exercises, departmental training periods, professional development training and schedules for accomplishing general military training.
-



Training Petty Officer and Assistant Training Petty Officers

Training Officer

The station training petty officer (E-6 or above), and station (small) OICs shall:

- ☐ Coordinate all station training.
 - ☐ Monitor the unit training program.
 - ☐ Maintain unit training program guidance.
 - ☐ Maintain a record of general military training conducted in accordance with this Manual.
 - ☐ Maintain a record of PQS/JQR qualified personnel in accordance with this Manual, and act as PQS/JQR Coordinator.
 - ☐ Maintain a record of completed drills and exercises in accordance with this Manual.
 - ☐ Maintain a central file of lesson plan outlines for all recurring training.
-

Assistant Training Officer

It is recommended that stations designate petty officers (a senior E-4 and/or as designated by the discretion of the OIC), in writing, as assistant training petty officers to:

- ☐ Ensure departmental training and PQS/JQR programs are established and implemented in accordance with this Manual and appropriate Area/District instructions.
- ☐ Monitor professional qualification programs and ensure appropriate documentation is completed.
- ☐ Implement and monitor recurrent training associated with professional development programs.
- ☐ Assign or act as instructors for each training period. Monitor the effectiveness of instruction. Provide appropriate guidance and feedback.
- ☐ Ensure lesson plan outlines are complete, accurate and achieve desired training objectives.
- ☐ Advise the training petty officer (or XPO, or station (small) OIC) of training progress and deficiencies.
- ☐ Coordinate the development of lesson plan outlines.
- ☐ Ensure the accuracy and currency of individual training records for assigned personnel.

Designated assistant training petty officers may include the station EPO, ANT Supervisor (if assigned) or Operations Petty Officer (if assigned).



Educational Services Officer

Authority and Coordination

Educational services for stations shall normally be coordinated via a command authorized by the Coast Guard Institute to receive, administer, and forward correspondence course testing material (i.e., a parent operating facility (POPFAC)).

Station XO/XPOs shall coordinate educational services via the selected POPFAC's Educational Services Officer.

Parent stations shall coordinate educational services for station (small) personnel.



Section E. Personal Qualification Standards (PQS)

Overview

Introduction

Station duty standers, including boat crew, boarding team, and duty section personnel (e.g., communications watchstander, and Officer-of-the-Day (OOD)) require thorough training to function as a safe and effective team.

To ensure station crew members develop and maintain a high standard of proficiency, Commanding Officers and Officers-In-Charge shall ensure completion of PQS training as described in this chapter.

Commanding Officers and Officers-In-Charge shall require any training beyond the minimum training specified herein as necessary to maintain proficiency.

In this Section

The following topics are discussed:

Topic	See Page
Command Responsibilities	7-25
Certifications	7-26
Trainee Status	7-27
Qualification Codes and Loss of Certifications	7-28
Boat Crew Training Program	7-29
Crew Members Qualification Tasks	7-30
Engineer Qualification	7-31
Coxswain Qualification	7-32
Surfman Qualification	7-33
Duty Section Watchstanders	7-34
Boarding Team Training Program	7-35
Boarding Team Member Qualification	7-36
Boarding Officer Qualification	7-37

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Overview (continued)

References for this Section

Boat Crew Seamanship Manual, **COMDTINST M1611.5 (series)**.

Boat Crew Qualification Guide - Surfman, **COMDTINST M16114.14**.

Boat Crew Qualifications - Vol II - Coxswain, **COMDTINST M16114.11**.

Boat Crew Qualifications Guide - Vol I - Boat Crewman, **COMDTINST M16114.10**.

Boat Crew Quals. and Certification Manual - Vol IV - Boat Engineer, **COMDTINST M16114.6**.

Boat Crew Training Manual, **COMDTINST M16114.9 (series)**.

Group and Station Communications Watchstander Qualification Guide, **COMDTINST M16120.7**.

Boarding Officer/Boarding Team Member Personal Qualification Standard (BO/BTM PQS), **COMDTINST M16247.3 (series)**.

Enlisted Qualifications Codes Manual, **COMDTINST M1414.9 (series)**.

Personnel Manual, **COMDTINST M1000.6 (series)**.

Cutter Swimmers Program, **COMDTINST 16134.2 (series)**.

Maritime Law Enforcement Manual (LEMAN), **COMDTINST M16247.1 (series)**.



Command Responsibilities

Direction

CO/OICs shall ensure qualification requirements are completed in a timely manner.

Personnel shall not be allowed to remain in a qualification program without satisfactory progress for extended periods.

Trainee status shall not be used to allow undesignated members to work as a certified member of a boat crew, boarding team, or duty section.

Station duty stander certifications are issued or revoked by the station's Commanding Officer/Officer-In-Charge.



Certifications

Duty Stander Certifications

Every station has unique operational requirements based on their area of responsibility and tempo of operations or demand for Coast Guard services.

The following list of station certifications is considered representative, but not all inclusive:

- ☐ Communications watchstanders
- ☐ Boat crew members
- ☐ Boat engineers
- ☐ Coxswains
- ☐ Surfmen
- ☐ Boarding team members
- ☐ Boarding officers
- ☐ OODs

Required Boat Crew Certifications

All station personnel are required to achieve and maintain boat crew certifications.

- ☐ Coxswain: All Boatswains Mates (E5 and above), including OICs and XPOs
- ☐ Boat Engineer: Station EPO, MKs, FNs
- ☐ Boat Crew Member: BM3s, SN, SAs, and FAs. (FAs are expected to pursue boat engineer qualification)

NOTE:

These requirements do not preclude higher-level qualification/certification or cross-rate certification/qualification.

Surfmen, coxswains, boat engineers, and boat crew members are required to achieve and maintain current certification in all of the station's ready boats.

Cross-Designations

Members of the boat crew may be cross-designated as boarding team members or boarding officers, but all members of the boat crew are not required to be cross-designated.

- ☐ All personnel assigned to boat operations are expected to achieve communications watchstander and boarding team member certification.
- ☐ Petty officers and above assigned to boat operations are expected to achieve boarding officer certification.

Who can participate

To participate in boat operations or related operational activities as a member of a:

- ☐ **Boat crew** - personnel shall be currently certified in the employed boat type as surfman, coxswain, boat engineer or boat crew member.
- ☐ **Boarding team** - shall be currently certified as a boarding officer or boarding team member.
- ☐ **Duty section** (e.g., communications watchstander, or OOD) - shall be currently certified for the specified duty standing position.



Trainee Status

Status

Members “in-training” may participate in boat operations or other related operational activities as trainees.

A trainee shall not be used as a substitute for a certified member of a boat crew, boarding team, or duty section.

NOTE:

Interim boarding team member certification authorized by the Maritime Law Enforcement Manual (LEMAN), COMDTINST M16247.1 (series) should be avoided.



Qualification Codes and Loss of Certification

Record Qualification Code Entries

The appropriate enlisted qualification code is assigned and an entry made in the individual's personnel record when they have met the requirements set forth in this Manual and the Enlisted Qualifications Codes Manual, COMDTINST M1414.9 (series).

The PERSRU Yeoman will make a PMIS/JUMPS entry in the member's PDR and electronic PDR.

Loss of Certification

CO/OICs shall take appropriate action when members do not maintain a current qualification/certification, fail to meet recurrent training minimums, or fail a standardization check.

Whenever personnel are encountered who, after a reasonable amount of time, are unable to qualify for boat crew duties, administrative action should be taken.

Inability to Qualify as a Coxswain

If a Boatswain's Mate (E-5 or above) is unable to qualify as coxswain within a reasonable amount of time, the unit commander shall begin the process for reduction in rate for incompetence as outlined in Chapter 5 of the Personnel Manual, COMDTINST M1000.6 (series).

Boatswain's Mates (E-4 or above) unable to qualify as a coxswain shall not be recommended for advancement.

Documentation Requirements

Any failure to qualify or maintain currency requirements should be documented, delineating the areas of improvement required prior to qualification or recertification, and entered into the member's training record.



Boat Crew Training Program

Requirements

All station personnel tasked with boat crew responsibilities shall be guided by the requirements specified herein.

If a member is unable to complete position specific qualification requirements within a reasonable amount of time, the unit commander shall take appropriate administrative action in accordance with the Personnel Manual, COMDTINST M1000.6 (series).

Trainee Selection

Trainees should be selected by the unit commander or training petty officer in consultation with other unit petty officers. The following are prerequisites for boat crew trainees:

- ☐ Certified in lower crew position
 - ☐ Maturity to take on new responsibilities
 - ☐ Physical fitness
 - ☐ Willingness and ability to act as the Coast Guard's direct representative
-



Boat Crew Members Qualification Tasks

Requirements

The trainee should be previously certified as a communications watchstander before training as a boat crew member.

Qualification as a boat crew member requires successful completion of the following:

- ❑ Appropriate sections of the Boat Crew Qualifications Guide - Vol I - Boat Crewman, COMDTINST M16114.10

Qualification requirements are platform specific. CO/OICs are encouraged to add additional requirements as necessary to meet unique operating requirements.

Prerequisites for Underway Training

Before starting the underway portion of any boat crew member qualification program, trainees shall complete Boat Crew Qualifications Guide - Vol I - Boat Crewman, COMDTINST M16114.10 (series) tasks:

- ❑ BCM-01-01 through 09: Physical Fitness and Survival
- ❑ BCM-05-01 through 07: Piloting and Navigation
- ❑ BCM-06-01 through 03: Boat Communications
- ❑ BCM-08-01 through 10: Fire Fighting
- ❑ BCM-09-01 through 05: First Aid

CO/OICs may supplement these requirements to meet local conditions.

Optional Surface Swimmer Qualification Tasks

It is recommended that prospective boat crew members complete the Cutter Swimmer Program, COMDTINST 16134.2 (series) requirements, **in addition to** the Boat Crewman PQS requirements:

- ❑ Task 101 (series): Safety Fundamentals
- ❑ Task 201 (series): Swimmer's Outfit System
- ❑ Task 202 (series): Swimmer External Equipment System
- ❑ Task 203 (series): Personnel Recovery Systems
- ❑ Task 204 (series): Swimmer/Tender Communications
- ❑ Task 301.1: Red Cross Emergency Water Safety Course (or equivalent) including the final three-hour optional session.
- ❑ Task 301.2 (series): Swimmer Rescue Tasks
- ❑ Task 302 (series): Watchstation – Swimmer Tender

Recommended Time Limits

The recommended time limits for completion of boat crew member qualification requirements identified above are specified below.

UTL Crew	-----30 days
UTM Crew	-----45 days
UTB Crew	-----60 days
MLB Crew	-----90 days

Member experience including qualifications on other platforms, other station work or duty, and unit-specific PQS requirements, including area familiarization requirements are the primary factors that should be considered in determining the time to be allotted.



Boat Engineer Qualification

Requirements

Prior to training for a boat engineer position, the trainee shall be previously certified as a boat crew member. Qualification as a boat engineer requires successful completion of the following:

- ❑ Appropriate sections of the Boat Crew Quals. and Certification Manual - Vol IV - Boat Engineer, COMDTINST M16114.6.

Recommended Time Limits

The recommended time limits for completion of boat engineer qualification requirements identified above are specified below.

UTB/MLB Engineer-----30 days

Member experience including other qualifications, other station work or duty, and unit specific PQS requirements are the primary factors that should be considered in determining the time to be allotted.



Coxswain Qualification

Requirements

Prior to training for a coxswain position, the trainee shall be previously certified as a boat crew member. Qualification as coxswain requires successful completion of the following:

- ❑ Appropriate sections of the Boat Crew Qualifications - Vol II - Coxswain, COMDTINST M16114.11.
-

Recommended Time Limits

The recommended time limits for completion of coxswain qualification requirements identified above are specified below.

UTL Coxswain	-----2 months
UTM Coxswain	-----3 months
UTB Coxswain	-----4 months
MLB Coxswain	-----6 months

Member experience including other qualifications, other station work or duty, and unit-specific PQS requirements including AOR specific operational requirements are the primary factors that should be considered in determining the time to be allotted.



Surfman Qualification

Requirements

Prior to training for a surfman position, the trainee shall be previously certified as a coxswain. Qualification as a surfman requires successful completion of the following:

- ❑ Appropriate sections of the Boast Crew Qualification Guide - Surfman, COMDTINST M16114.14.

Recommended Time Limits

Completion of the surfman syllabus can take up to two years because the majority of the tasks require surf conditions (i.e., surf conditions in excess of 6 feet).



Duty Section Watchstanders Qualification

Officer-of-the-Day

If the station has a requirement for an OOD, job qualification requirements (JQR) shall address the following:

- ☐ Station operations, including search and rescue (SAR), law enforcement (ELT), recreational boating safety (RBS), marine safety (MS)
- ☐ Boat operations
- ☐ Station/facility emergencies (e.g., fire, bomb scare, civil unrest)
- ☐ Duty section daily routine
- ☐ Public affairs and community affairs

Station OODs shall successfully complete SAR School or the SAR Fundamentals correspondence course.

Communication Watchstander

Qualification as a communications watchstander requires successful completion of the following:

- ☐ Group and Station Communications Watchstander Qualification Guide, COMDTINST M16120.7
- ☐ A local area knowledge and geographic point examination

CO/OICs are encouraged to add additional requirements as necessary to meet unique operating requirements.

Recommended Time Limits

The recommended time limit for completion of communications watchstander qualification requirements, including supervised break-ins for evaluation is 30 days.

The member's experience, other station work or duty, and unit specific PQS requirements, including area familiarization requirements are the primary factors that should be considered in determining the time to be allotted.



Boarding Team Training Program

Applicability

All station personnel tasked with boarding team responsibilities shall be guided by the requirements specified herein.

General Requirements

Prospective Boarding Team Members (BTMs) and Boarding Officers (BOs) shall complete the personal qualification standard tasks as prescribed in the Boarding Officer/Boarding Team Member Personal Qualification Standard (BO/BTM PQS), COMDTINST M16247.3 (series).

- ❑ BO/BTM PQS instructors must be command designated and MLE School Boarding Officer Course graduates (after 01 Sep 93).
 - ❑ Prospective BTMs should complete all BTM PQS tasks (i.e., 1-01 through 1-23 of the BO/BTM PQS).
 - ❑ Boarding team member certification is a prerequisite for boarding officer certification.
 - ❑ CO/OIC can require successful completion of specialty and optional BO/BTM PQS tasks for boarding officer certification.
-

Trainee Selection

Trainees should be selected by the unit commander or training petty officer in consultation with other unit petty officers. Recommended prerequisites for trainees include:

- ❑ Certified in a boat crew position
 - ❑ Maturity to take on new responsibilities
 - ❑ Physical fitness
 - ❑ Willingness and ability to act as the Coast Guard's direct representative
-



Boarding Team Member Qualification

Qualifications

Qualification as boarding team member requires successful completion of the following:

- ❑ Section One of the Boarding Officer/Boarding Team Member Personal Qualification Standard (BO/BTM PQS), COMDTINST M16247.3 (series).

Recommended Time Limits

A newly assigned member with no experience can complete boarding team member PQS tasks, with the exception of weapons qualification tasks (1-02, and optional 3-07, 3-08) in approximately 30 days. Completion of the weapons qualification tasks should not be considered in determining time required to complete the BTM PQS.

Member experience, other station work or duty, and unit specific PQS requirements, including specialty and optional law enforcement requirements (e.g., 3-07, 3-08) are the primary factors to consider in determining the appropriate time to be allotted.

Interim boarding team member certification should be avoided.
--



Boarding Officer Qualification

Qualifications

Qualification as boarding team member requires successful completion of the following:

- ❑ Sections One and Two of the Boarding Officer/Boarding Team Member Personal Qualification Standard (BO/BTM PQS), COMDTINST M16247.3 (series).

Recommended Time Limits

Boarding officer PQS tasks, with the exception of specialty and optional qualification tasks can be completed in approximately 90 days or less for a newly assigned member with no experience.

Member experience, other station work or duty, and unit specific PQS requirements, including specialty and optional law enforcement requirements are the primary factors that should be considered in determining the time to be allotted.



Section F. Certification/Lapse and Recertification

Overview

General

Commanding Officers/Officers-In-Charge shall only consider members for certification after they have successfully completed the applicable PQS and a thorough practical evaluation, and been recommended by the appropriate Qualification Examining Board.

Final written certification from the CO/OIC is required for all duty stander designations. Final certification is the CO/OIC's official statement that the member has demonstrated:

- ❑ The minimum required knowledge and skill for the position designation as evidenced by the completed PQS, practical evaluation, and the positive recommendation of the qualification examining board.
- ❑ The judgment and maturity required to:
 - ⇒ Act responsibly.
 - ⇒ Perform assigned duties in the manner prescribed by Coast Guard directives and regulations.
 - ⇒ Function as a team member.
 - ⇒ Interact positively with the public in the execution of Coast Guard duties.
- ❑ For boarding officers and boarding team members, the necessary temperament and judgment to carry and properly use weapons in the performance of their duties.

In this Section

The following topic is discussed:

Topic	See Page
Certification and Recertification Process	7-39

References for this Section

Boat Crew Training Manual, **COMDTINST M16114.9 (series)**

Boarding Officer/Boarding Team Member Personal Qualification Standard (BO/BTM PQS), **COMDTINST M16247.3 (series)**

Group and Station Communications Watchstander Qualification Guide, **COMDTINST M16120.7**



Certification and Recertification Process

Certification Steps

Steps required (appropriate to the position) for trainees to obtain certification:

- ☐ Pass physical fitness requirement and complete tasks required by the appropriate qualification guide
- ☐ Successful comprehensive check ride
- ☐ Approval of Unit Boat Crew Examination Board (BCEB)
- ☐ Certification by Unit Commander
- ☐ Personnel Record Entry and Assignment of Qualification Code

Auxiliarists

Documentation of certification by Coast Guard Auxiliarists should be forwarded to the District Director of Auxiliary.

Revoking Certifications

CO/OICs shall revoke certification when members do not maintain Commandant or unit standards for certification, fail to meet recurrent training minimums, or fail a standardization check.

The CO/OIC of a unit has the authority to revoke the certification(s) of any individual attached to the unit. CO/OICs shall revoke certification upon loss of trust or confidence in the member's ability to perform assigned duties.

In all cases except medical situations of a temporary nature, a member of the command cadre unable or unwilling to attain required boat crew certification or maintain currency shall normally be relieved for cause.

Medical situations of a temporary nature are defined as conditions that preclude a member from boat operations for a period of not more than 12 months.

Rescinding Coxswain or Surfman Insignia

Unit commanders shall rescind the right to wear the coxswain or surfman insignia when:

- ☐ The CO/OIC determines the member is no longer professionally qualified and revokes the designation.
- ☐ The individual requests to be permanently removed from coxswain or surfman duty.

Lapse and Recertification

Certification will lapse upon either of the following:

- ☐ PCS transfer
- ☐ Failure to meet the minimum currency requirements

Personnel previously certified as surfman, coxswain, or boat engineer whose certification has lapsed will maintain certification as a boat crew member.

Documentation Requirements

Any failure to qualify or maintain currency requirements should be documented, delineating the areas of improvement required prior to qualification or recertification, and entered into the member's training record.



Section G. Currency Maintenance

Introduction

Station personnel must meet proficiency requirements through performance during normal operations or dedicated training operations in order to maintain competency in their respective duty standing positions.

Requirements

In addition to the position specific currency requirements contained in qualification guides, personal qualification standards, and this Manual, unit commanders may impose additional requirements.

If an individual fails to meet the prescribed currency requirements for the position designation, he/she shall be required to recertify.

Coxswain/Surfman

In addition to the currency maintenance requirements contained in the Boat Crew Training Manual coxswains and surfman shall:

- ❑ Log a minimum of 4 hours per boat type/per month on all response boats assigned to the station (over a six-month period).
- ❑ In conjunction with Ready for Operations (RFO) or STANTEAM assessments, satisfactorily complete all written examinations and required underway exercises required (Coast Guard Boat Readiness and Standardization Program Manual.)

Boat Engineer and Crew Member

In addition to the currency maintenance requirements contained in the Boat Crew Training Manual, boat engineers and boat crew members shall:

- ❑ Satisfactorily complete all written examinations and underway exercises required by the Coast Guard Boat Readiness and Standardization Program Manual.

OOD and Communications

OODs and communications watchstanders shall successfully complete a local area knowledge and geographic point examination every six months.

Examinations shall include “open and closed book” tests (i.e., with and without lists of common (i.e., local and charted) names of geographic points).

References for this Section

Boat Crew Training Manual, **COMDTINST M16114.9 (series)**.

Motor Lifeboat (MLB) & Utility Boat (UTB) Standardization Program Manual, **COMDTINST M16114.24 (series)**.

Boarding Officer/Boarding Team Member Personal Qualification Standard (BO/BTM PQS), **COMDTINST M16247.3 (series)**.

Group and Station Communications Watchstander Qualification Guide, **COMDTINST M16120**.



Section H. Formal Schools

Overview

Introduction

The Coast Guard's training infrastructure does not have the capacity to completely support formal school requirements for stations.

Tables 7-1 through 7-4 represents the desired formal school requirements for stations. Commandant (G-OCS) is continuing to develop specific, supported formal school requirements for station personnel.

Commandant (G-OCS) will promulgate these requirements when established.

In this Section

The following topics are discussed:

Topic	See Page
Administration	7-42
Training Policies and Priorities	7-43
Formal School Quota Management and Processing	7-44
Master Training Lists	7-45
Equivalent Training	7-54

References for this Section

Training and Education Manual, **COMDTINST M1500.10 (series)**.

Class Convening Schedule for CG Class "A" and "C" Resident and Exportable Training Courses, **COMDTNOTE 1540**.



Administration

Tracking Formal School Records

Stations shall track and maintain a comprehensive record of formal school completion for all assigned personnel.

The forms listed below may be used in conjunction with readiness decision aids for tracking and reporting purposes. However, units may track formal school completion using these forms or any other paper/electronic format they find suitable.

Forms

-
- ❑ Coast Guard Mission Area Formal School Record Form (CG-5396) is used to record formal school data associated with Coast Guard mission areas.
 - ❑ Coast Guard formal school schedules are found in enclosure (1) to Class Convening Schedule for CG Class "A" and "C" Resident and Exportable Courses, COMDTNOTE 1540 and are posted on TQC's Internet home page at <http://www.uscg.mil/hq/tqc/15toc.htm>.
-



Training Policies and Priorities

Policies

Formal school availability to meet the requirements set forth in Tables 7-1 through 7-4 is limited by funding constraints, quota restrictions and/or class sizes.

- ☐ Formal school quotas are allocated for units or positions.
- ☐ There are insufficient quotas and funding available to meet all formal school/course requirements.
- ☐ Stations must rely on the PQS system and/or on-the-job training (OJT) to qualify personnel for many jobs and watch positions.

Priorities

All stations shall receive consideration for formal school quotas in the following priority order:

1. Stations outside CONUS
2. Designated “surf” stations
3. Stations (small) non-pooled
4. Parent stations
5. All other stations



Formal School Quota Management and Processing

Management

The Coast Guard Personnel Command (CGPC) will make every effort to assign personnel to stations in accordance with the training requirements identified in this Manual.

- ❑ Quotas assigned should be used, unless a significant degradation in mission performance would result due to the individual's absence, or there no longer is a need for the course (i.e., PQS qualification as substitute). Notification procedures for these instances are outlined in the Training and Education Manual, COMDTINST M1500.10 (series).
-

Processing

The procedures for units to obtain formal school quotas are provided in the Training and Education Manual, COMDTINST M1500.10 (series) and Class Convening Schedule for CG Class "A" and "C" Resident and Exportable Training Courses, COMDTNOTE 1540.

- ❑ Members shall submit a Short Term Resident Training Request (STTR) for all formal class "C" schools.
 - ❑ Class Convening Schedule for CG Class "A" and "C" Resident and Exportable Training Courses, COMDTNOTE 1540 may be accessed via the Internet at <http://www.uscg.mil/hq/tqc/15toc.htm>.
 - ❑ Other managed quotas. Some course managers receive STTRs and prepare class rosters for some formal schools. The class rosters are forwarded to TQC who approves the entitlements and issues message orders. Stations should contact the appropriate course manager, as indicated in Class Convening Schedule for CG Class "A" and "C" Resident and Exportable Training Courses, COMDTNOTE 1540, for specific information regarding quota allocation.
-

The quotas and general detail needed to support pipeline training for stations are currently unavailable. Commandant (G-OCS) is continuing to work on this issue.



Master Training Lists

General

Master Training Lists (MTL) are a table-format administrative tool used to establish formal school requirements common to most stations.

Table 7-1

Sets forth school requirements that are NOT tied to specific billets.

Table 7-1

Lists training requirements in matrix format by course title and station type, i.e., station and station (small).

- ❑ The required number of graduates from a particular course may be found by looking below the station type heading.
- ❑ Course managers (CM), course duration (DUR) and course number (COURSE #) are depicted in the same manner as in the legend for Tables 7-2 through 7-4.
- ❑ The training listed in Table 7-1 is mandatory, but not required to be completed prior to arrival.

Tables 7-2 through 7-4

Lists formal school requirements tied to specific ranks/rates and positions at most stations, including course titles and course numbers.

Legend

Additional information contained within the tables is as follows:

- ❑ The course length (DUR) is expressed in days and indicates time from class convening until completion, including intervening weekends (i.e., total time away from unit, except travel time).
- ❑ Course managers (CM) are listed for each of the formal schools. The course manager, in conjunction with Commandant (G-WTT), determines the number and mix of personnel required to attend the school(s).
- ❑ Required training (R) should be completed prior to arriving at a station. A “Y” indicates the training is considered required, “N” indicates it is not. All other training is mandatory but does not need to be completed prior to arrival. Commandant (G-OCS) determines training.

All formal school training (or equivalent training) listed in tables 7-2 through 7-4 is mandatory. The personnel allowance list (PAL) shall be amended to reflect the appropriate qualification codes.

Continued on next page



Master Training Lists (continued)

Formal School Requirements Non-Billet Specific - All Stations						
Table 7-1						
DUR=Duration		R=Required	CM=Course Manager	A/H=All-Hands	AN=As Needed	
Course #	Course Title	DUR	R	CM	Sta	Sta(s)
G-K-CDAR	CDAR – CMD Drug and Alcohol Rep.	12	N	G-WKH	1	
G-ELM-CSS	Centralized Supply	5	N	G-SLS	1	
DEOMI-001	Civil Rights Officer Course	5	N	G-HI	1	
AFIS-COPAC	Coast Guard Public Affairs	5	N	G-IP	1	
G-P-FAR	Family Advocacy Representative	5-12	N	G-WTL	Note: 1	
K-WELL-005	Health & Fitness Leader	5	N	G-WKH	1	
TBD	Incident Command System (ICS-100) ^{Note 3}		N	G-MOR	A/H	A/H
TBD	Incident Command System (ICS-200) ^{Note 3}	1	N	G-MOR	Note 5	Note 5
TBD	Incident Command System (ICS-300) ^{Note 3}	1	N	G-MOR	Note 6	Note 6
CFM-01	LUFS, Basic	5	N	G-CPM	1	
CG-100	Simplified Acquisition Procedures, Basic	5	N	G-CPM	1	
MLE-05	Boarding Team Member	12	N	G-OPL	Note 2, 8	Note 2, 8
MLE-01	Basic Boarding Officer	32	N	G-OPL	Note 2, 8	Note 2, 8
G-KSE-052	TCT-Unit	2	N	G-WKS	A/H	A/H
G-KSE-060	Unit Safety Coordinator	5	N	G-WKS	1	
CGINT100	USCG Introduction to Intel	5	N	G-OCI	1	
G-A-005	Contracting Officer Tech. Rep. (COTR)	5	N	G-CPM	AN	AN
G-KSE-024	Shore Confined Space Entry	3	N	G-WKS	AN	AN
TBD	Lifesaver Training (EMS) ^{Note 3}		N	G-WKH	Note: 2	Note: 2
RFTC	Living Marine Resources (Fisheries)	5	N	AREA	Note: 2	Note: 2
MS-527	Commercial Fishing Vessel Examiner	5	N	G-MRP	Note: 2	Note: 2
ANC-AC	Minor Aids to Navigation Tech. ^{Note 4}	5	N	G-OPN	2	
ANC-AP	Aid Positioning ^{Note 4}	5	N	G-OPN	2	
ANC-LT	Automated Lighthouse ^{Note 4}	26	N	G-OPN	1	
ANC-MAM	Minor ATON Maint. ^{Note 4}	5	N	G-OPN	2	
ANC-FD	Fog Detector ^{Note 4}	5	N	G-OPN	1	
G-KSE-022	Crane and Weight Handling	3-5	N	G-WKS	A/H	
G-P-Instructor	Instructor Development Course ^{Note 7}	5	N	G-WTL	1	1

Notes:

1. Station CO/OICs and XO/XPOs are required to attend training at least once during their command assignment.
2. Training requirements for Lifesaver, Boarding Team Member, Boarding Officer, Fisheries, and Commercial Fishing Vessel Examiner training are based on the number of ready boats assigned.
(e.g., 5 positions required per ready boat for a 1-in-4 duty rotation).
3. TBD-to be developed. Training course is under development.
4. ATON/ANT specific training is mandatory for stations with ANT personnel and ATON boats assigned.
5. ICS-200 training is required for all personnel E-6 and above, and all BM2s.
6. ICS-300 training is required for all personnel E-7 and above.
7. Course desired to provide necessary skills needed to conduct performance based training.
8. The number of qualified personnel required onboard does not reflect the number of school quotas allowed.



Formal Schools - UTB Stations					
Table 7-2					
DUR=Duration R=Required CM=Course Manager					
Commanding Officer (CO)	Course #	Course Title	DUR	R	CM
	PCO/PXO-3	Prospective CO/XO Ashore	12	Y	G-OCS
ANT Assigned	ANC-ANT	Officer-In-Charge ATON Team	12	Y	G-OPN
	CG-062X	Search Coordination and Execution (SC&E)	4	Y	G-OPR
		RFO Evaluator (Group Cdr Designated)		N	G-OCS
Officer-In-Charge (OIC)	Course #	Course Title	DUR	R	CM
	CG-067	Officer-In-Charge/XPO School	12	Y	G-OCS
	PCO/PXO-3	Prospective CO/XO Ashore	12	Y	G-OCS
ANT Assigned	ANC-ANT	Officer-In-Charge ATON Team	12	Y	G-OPN
	CG-063	Coxswain "C" School ¹	26	Y	G-OCS
RHIB Assigned	Comm	Rigid Hull Inflatable Boat Trng (Exportable) ²	4	N	AREA
	CG-062X	Search Coordination and Execution (SC&E)	4	Y	G-OPR
		RFO Evaluator (Group Cdr Designated)		N	G-OCS
Executive Officer (XO)	Course #	Course Title	DUR	R	CM
	PCO/PXO-3	Prospective CO/XO Ashore	12	Y	G-OCS
	CG-062X	Search Coordination and Execution (SC&E)	4	Y	G-OPR
		RFO Evaluator (CO Designated)		N	G-OCS
Executive Petty Officer (XPO)	Course #	Course Title	DUR	R	CM
	CG-067	Officer-In-Charge/XPO School	12	Y	G-OCS
	PCO/PXO-3	Prospective CO/XO Ashore	12	Y	G-OCS
	CG-063	Coxswain "C" School ¹	26	Y	G-OCS
RHIB Assigned	Comm	Rigid Hull Inflatable Boat Trng (Exportable) ²	4	N	AREA
	CG-062X	Search Coordination and Execution (SC&E)	4	Y	G-OPR
		RFO Evaluator (CO/OIC Designated)		N	G-OCS
Engineering Petty Officer (EPO)	Course #	Course Title	DUR	R	CM
	MK-01	Engineering Administration (Ashore)	5	Y	G-SRF
	LANT/PAC	Environmental Compliance Workshop Basic	4	Y	G-SR
	Comm	Cummins, VT903M Operation Maint. & T.S.	3	N	G-OCS
O/B Bt Assigned	Comm	Outboard Motor Maintenance & Repair	5-12	N	G-OCS
	G-KSE-024	Shore Confined Space Entry	3	N	G-WKS
		RFO Evaluator (CO/OIC Designated)		N	G-OCS
Assistant EPO (if assigned)	Course #	Course Title	DUR	R	CM
	MK-01	Engineering Administration (Ashore)	5	Y	G-SRF
	LANT/PAC	Environmental Compliance Workshop Basic	4	Y	G-SR
	Comm	Cummins, VT903M Operation Maint. & T.S.	3	N	G-OCS
O/B Bt Assigned	Comm	Outboard Motor Maintenance & Repair	5-12	N	G-OCS
		RFO Evaluator (CO Designated)		N	G-OCS



Formal Schools - UTB Stations (continued)					
Table 7-2					
DUR=Duration R=Required CM=Course Manager					
ANT Supervisor (ANT Assigned)	Course #	Course Title	DUR	R	CM
	CG-067	Officer-In-Charge/XPO School	12	Y	G-OCS
	ANC-ANT	Officer-In-Charge ATON Team	12	Y	G-OPN
	CG-063	Coxswain "C" School ¹	26	Y	G-OCS
	ANC-AC	AC Minor Aids to Navigation	5	N	G-OPN
	ANC-AP	Aid Positioning	5	N	G-OPN
	G-KSE-022	Crane and Weight Handling	3-5	N	G-WKS
	ANC-MAM	Minor ATON Maint. Service Tech	5	N	G-OPN
Senior Boatswain Mate (CO Station)	Course #	Course Title	DUR	R	CM
	CG-067	Officer-In-Charge/XPO School	12	Y	G-OCS
	CG-063	Coxswain "C" School ¹	26	Y	G-OCS
RHIB Assigned	Comm	Rigid Hull Inflatable Boat Trng (Exportable) ²	4	N	AREA
	CG-062X	Search Coordination and Execution (SC&E)	4	Y	G-OPR
		RFO Evaluator (CO Desig)		N	G-OCS
Officer-of-the-Day (OOD)	Course #	Course Title	DUR	R	CM
	CG-062X	Search Coordination and Execution (SC&E)	4	Y	G-OPR
ATON Duty	Course #	Course Title	DUR	R	CM
	G-KSE-022	Crane and Weight Handling	3-5	N	G-WKS
Coxswain (BM2 and Above)	Course #	Course Title	DUR	R	CM
	CG-063	Coxswain "C" School ¹	26	Y	G-OCS
RHIB Assigned	Comm	Rigid Hull Inflatable Boat Trng (Exportable) ²	4	N	AREA
Apprentice Cox'n/ Boat Crew (BM3)	Course #	Course Title	DUR	R	CM
	TBD	Boat Crew Member School		Y	G-OCS
	CG-063	Coxswain "C" School ¹	26	N	G-OCS
RHIB Assigned	Comm	Rigid Hull Inflatable Boat Trng (Exportable) ²	4	N	AREA
Boat Crew Member (SA/SN)	Course #	Course Title	DUR	R	CM
	TBD	Boat Crew Member School		Y	G-OCS
Boat Engineer (MK2 & Above)	Course #	Course Title	DUR	R	CM
	TBD	Boat Crew Member School		Y	G-OCS
	TBD	Boat Engineer School		Y	G-OCS
UTB Assigned	Comm	Cummins, VT903M Operation Maint. & T.S.	3	N	G-OCS
O/B Bt Assigned	Comm	Outboard Motor Maintenance & Repair	5-12	N	G-OCS
Boat Engineer (MK3)	Course #	Course Title	DUR	R	CM
	TBD	Boat Crew Member School		Y	G-OCS
	TBD	Boat Engineer		Y	G-OCS



Formal Schools - UTB Stations (continued)					
Table 7-2					
DUR=Duration R=Required CM=Course Manager					
Boat Engineer (FA/FN)	Course #	Course Title	DUR	R	CM
	TBD	Boat Crew Member School		Y	G-OCS
	TBD	Boat Engineer		Y	G-OCS
Galley Supv./FS1 (if assigned)	Course #	Course Title	DUR	R	CM
	CG-022	FS Paperwork Management & Admin	19	Y	G-WKW
	K-SS-002	Nutrition and Wellness Cooking	5	N	G-WKW
Equivalent Training: 1. Coxswain Certification/Standard Boat (Coxswain PQS) 2. Coxswain Certification/RHIB (Coxswain PQS)					



Formal Schools - MLB Stations					
Table 7-3					
DUR=Duration R=Required CM=Course Manager					
Commanding Officer (CO)	Course #	Course Title	DUR	R	CM
	PCO/PXO-3	Prospective CO/XO Ashore	12	Y	G-OCS
ANT Assigned	ANC-ANT	Officer-In-Charge ATON Team	12	Y	G-OPN
	CG-060	Maritime SAR Planning ⁵	18	Y	G-OPR
	CG-065	MLB (44'/47') OPS/RFO Supervisor Course	5	Y	G-OCS
		RFO Evaluator (Group CDR Designated)		N	G-OCS
Officer-In-Charge (OIC)	Course #	Course Title	DUR	R	CM
	CG-067	Officer-In-Charge/XPO School	12	Y	G-OCS
	PCO/PXO-3	Prospective CO/XO Ashore	12	Y	G-OCS
ANT Assigned	ANC-ANT	Officer-In-Charge ATON Team	12	Y	G-OPN
	CG-063	Coxswain "C" School ¹	26	Y	G-OCS
	CG-068	MLB Basic Coxswain Course ²	12	Y	G-OCS
	CG-064	NMLBS Heavy WX Coxswain ³	12	Y	G-OCS
RHIB Assigned	Comm	Rigid Hull Inflatable Boat Trng (Exportable) ⁴	4	N	AREA
	CG-060	Maritime SAR Planning ⁵	18	Y	G-OPR
	CG-065	MLB (44'/47') OPS/RFO Supervisor Course	5	Y	G-OCS
		RFO Evaluator (Group CDR Designated)		N	G-OCS
Executive Officer (XO)	Course #	Course Title	DUR	R	CM
	PCO/PXO-3	Prospective CO/XO Ashore	12	Y	G-OCS
	CG-060	Maritime SAR Planning ⁵	18	Y	G-OPR
	CG-065	MLB (44'/47') OPS/RFO Supervisor Course	5	Y	G-OCS
		RFO Evaluator (CO Designated)		N	G-OCS
Executive Petty Officer (XPO)	Course #	Course Title	DUR	R	CM
	CG-067	Officer-In-Charge/XPO School	12	Y	G-OCS
	PCO/PXO-3	Prospective CO/XO Ashore	12	Y	G-OCS
	CG-063	Coxswain "C" School ¹	26	Y	G-OCS
	CG-068	MLB Basic Coxswain Course ²	12	Y	G-OCS
	CG-064	NMLBS Heavy WX Coxswain ³	12	Y	G-OCS
RHIB Assigned	Comm	Rigid Hull Inflatable Boat Trng (Exportable) ⁴	4	N	AREA
	CG-060	Maritime SAR Planning ⁵	18	Y	G-OPR
	CG-065	MLB (44'/47') OPS/RFO Supervisor Course	5	Y	G-OCS
		RFO Evaluator (CO/OIC Designated)		N	G-OCS
Engineering Petty Officer (EPO)	Course #	Course Title	DUR	R	CM
	MK-01	Engineering Administration (Ashore)	5	Y	G-SRF
	LANT/PAC	Environmental Compliance Workshop Basic	4	Y	G-SR
UTB Assigned	Comm	Cummins, VT903M Operation Maint. & T.S.	3	N	G-OCS
	MK-06	Hydraulic Systems and Equipment	12	N	G-SRF
	CG-069	MLB (44'/47') Engine Maint/RFO Course	5	Y	G-OCS
O/B Bt Assigned	Comm	Outboard Motor Maintenance & Repair	5-12	N	G-OCS
	G-KSE-024	Shore Confined Space Entry	3	N	G-WKS
		RFO Evaluator (CO/OIC Designated)		N	G-OCS



Formal Schools - MLB Stations (continued)					
Table 7-3					
DUR=Duration R=Required CM=Course Manager					
Assistant EPO (if assigned)	Course #	Course Title	DUR	R	CM
	MK-01	Engineering Administration (Ashore)	5	Y	G-SRF
	LANT/PAC	Environmental Compliance Workshop Basic	4	Y	G-SR
UTB Assigned	Comm	Cummins, VT903M Operation Maint. & T.S.	3	N	G-OCS
	MK-06	Hydraulic Systems and Equipment	12	N	G-SRF
	CG-069	MLB (44'/47') Engine Maint/RFO Course	5	Y	G-OCS
O/B Bt Assigned	Comm	Outboard Motor Maintenance & Repair	5-12	N	G-OCS
		RFO Evaluator (CO Designated)		N	G-OCS
ANT Supervisor (ANT Assigned)	Course #	Course Title	DUR	R	CM
	CG-067	Officer-In-Charge/XPO School	12	Y	G-OCS
	ANC-ANT	Officer-In-Charge ATON Team	12	Y	G-OPN
	CG-063	Coxswain "C" School ¹	26	Y	G-OCS
	ANC-AC	AC Minor Aids to Navigation	5	N	G-OPN
	ANC-AP	Aid Positioning	5	N	G-OPN
	G-KSE-022	Crane and Weight Handling	3-5	N	G-WKS
	ANC-MAM	Minor ATON Maint. Service Tech	5	N	G-OPN
Senior Boatswain Mate (CO Station)	Course #	Course Title	DUR	R	CM
	CG-067	Officer-In-Charge/XPO School	12	Y	G-OCS
	CG-063	Coxswain "C" School ¹	26	Y	G-OCS
	CG-068	MLB Basic Coxswain Course ²	12	Y	G-OCS
	CG-064	NMLBS Heavy WX Coxswain ³	12	Y	G-OCS
RHIB Assigned	Comm	Rigid Hull Inflatable Boat Trng (Exportable) ⁴	4	N	AREA
	CG-060	Maritime SAR Planning ⁵	18	Y	G-OPR
	CG-065	MLB (44'/47') OPS/RFO Supervisor Course	5	N	G-OCS
		RFO Evaluator (CO Desig)		N	G-OCS
Officer-of-the-Day (OOD)	Course #	Course Title	DUR	R	CM
	CG-060	Maritime SAR Planning ⁵	18	Y	G-OPR
Surfman (BM1 and Above)	Course #	Course Title	DUR	R	CM
	CG-063	Coxswain "C" School ¹	26	Y	G-OCS
	CG-068	MLB Basic Coxswain Course ²	12	Y	G-OCS
	CG-064	NMLBS Heavy WX Coxswain ³	12	Y	G-OCS
RHIB Assigned	Comm	Rigid Hull Inflatable Boat Trng (Exportable) ⁴	4	N	AREA
Coxswain (BM2 and Above)	Course #	Course Title	DUR	R	CM
	CG-063	Coxswain "C" School ¹	26	Y	G-OCS
	CG-068	MLB Basic Coxswain Course ²	12	N	G-OCS
	CG-064	NMLBS Heavy WX Coxswain ³	12	N	G-OCS
RHIB Assigned	Comm	Rigid Hull Inflatable Boat Trng (Exportable) ⁴	4	N	AREA



Formal Schools - MLB Stations (continued)					
Table 7-3					
DUR=Duration R=Required CM=Course Manager					
Apprentice Cox'n/ Boat Crew (BM3)	Course #	Course Title	DUR	R	CM
	TBD	Boat Crew Member School		Y	G-OCS
	CG-063	Coxswain "C" School ¹	26	N	G-OCS
RHIB Assigned	Comm	Rigid Hull Inflatable Boat Trng (Exportable) ⁴	4	N	AREA
Boat Crew Member (SA/SN)	Course #	Course Title	DUR	R	CM
	TBD	Boat Crew Member School		Y	G-OCS
Boat Engineer (MK2 & Above)	Course #	Course Title	DUR	R	CM
	TBD	Boat Crew Member School		Y	G-OCS
	TBD	Boat Engineer School		Y	G-OCS
UTB Assigned	Comm	Cummins, VT903M Operation Maint. & T.S.	3	N	G-OCS
	MK-06	Hydraulic Systems and Equipment (MK-06)	12	N	G-SRF
O/B Bt Assigned	Comm	Outboard Motor Maintenance & Repair	5-12	N	G-OCS
Boat Engineer (MK3)	Course #	Course Title	DUR	R	CM
	TBD	Boat Crew Member School		Y	G-OCS
	TBD	Boat Engineer		Y	G-OCS
Boat Engineer (FA/FN)	Course #	Course Title	DUR	R	CM
	TBD	Boat Crew Member School		Y	G-OCS
	TBD	Boat Engineer		Y	G-OCS
Galley Supv./FS1 (if assigned)	Course #	Course Title	DUR	R	CM
	CG-022	FS Paperwork Management & Admin	19	Y	G-WKW
	K-SS-002	Nutrition and Wellness Cooking	5	N	G-WKW
Equivalent Training: <ol style="list-style-type: none"> 1. Coxswain Certification/Standard Boat (Coxswain PQS) 2. Coxswain Certification/MLB (Coxswain PQS) 3. Surfman Certification (Surfman PQS) 4. Coxswain Certification/RHIB (Coxswain PQS) 5. SAR Fundamentals Correspondence Course 					



Formal Schools - Non-Pooled Stations (small)					
Table 7-4					
DUR=Duration R=Required CM=Course Manager					
Officer-In-Charge (OIC)	Course #	Course Title	DUR	R	CM
	CG-067	Officer-In-Charge/XPO School	12	Y	G-OCS
	PCO/PXO-3	Prospective CO/XO Ashore	12	Y	G-OCS
	CG-063	Coxswain "C" School ¹	26	Y	G-OCS
RHIB Assigned	Comm	Rigid Hull Inflatable Boat Trng (Exportable) ²	4	N	AREA
	CG-060	Maritime SAR Planning ³	18	Y	G-OPR
		RFO Evaluator (Group CDR Designated)		N	G-OCS
Coxswain (BM2 and Above)	Course #	Course Title	DUR	R	CM
	CG-063	Coxswain "C" School ¹	26	Y	G-OCS
RHIB Assigned	Comm	Rigid Hull Inflatable Boat Trng (Exportable) ²	4	N	AREA
Apprentice Cox'n/ Boat Crew (BM3)	Course #	Course Title	DUR	R	CM
	TBD	Boat Crew Member School		Y	G-OCS
	CG-063	Coxswain "C" School ¹	26	N	G-OCS
RHIB Assigned	Comm	Rigid Hull Inflatable Boat Trng (Exportable) ²	4	N	AREA
Boat Crew Member (SA/SN)	Course #	Course Title	DUR	R	CM
	TBD	Boat Crew Member School		Y	G-OCS
Boat Engineer (MK2 & Above)	Course #	Course Title	DUR	R	CM
	TBD	Boat Crew Member School		Y	G-OCS
	TBD	Boat Engineer School		Y	G-OCS
UTB Assigned	Comm	Cummins, VT903M Operation Maint. & T.S.	3	N	G-OCS
O/B Bt Assigned	Comm	Outboard Motor Maintenance & Repair	5-12	N	G-OCS
Boat Engineer (MK3)	Course #	Course Title	DUR	R	CM
	TBD	Boat Crew Member School		Y	G-OCS
	TBD	Boat Engineer		Y	G-OCS
Boat Engineer (FA/FN)	Course #	Course Title	DUR	R	CM
	TBD	Boat Crew Member School		Y	G-OCS
	TBD	Boat Engineer		Y	G-OCS
Equivalent Training:					
1. Coxswain Certification/Standard Boat (Coxswain PQS)					
2. Coxswain Certification/RHIB (Coxswain PQS)					
3. SAR Fundamentals Correspondence Course					



Equivalent Training

Equivalency Certification

Course Managers, in conjunction with Commandant (G-WTT), may certify training as equivalent to formal school completion.

Units may request certification of other than formal school courses by forwarding a written request for consideration to Commandant (G-WTT) via the chain of command, copies to the Course Manager and Commandant (G-OCS).

Equivalent training (i.e., certification) must be completed in accordance with all applicable instructions and directives.

Equivalent Training Examples

These Course Manager approved equivalent training are:

Coxswain "C" School -----	Coxswain Certification/Standard Boat
MLB Basic Coxswain Course -----	Coxswain Certification/MLB
NMLBS Heavy WX Coxswain-----	Surfman Certification
RHIB Training (Exportable) -----	Coxswain Certification/RHIB
MLE BOC-----	BO Certification
Living Marine Resource Course -----	BO/BTM PQS – Optional Tasks
BTM Training -----	BTM Certification (BO/BTM PQS)
CFV Examiner -----	CFV Examiner PQS
Maritime SAR Planning-----	SAR Fundamentals Correspondence Course



Section I. General Military Training

Overview

Introduction

General military training is usually carried out at the unit level. It is usually imposed by program managers in support of broad Coast Guard policies, programs or missions.

Until now, these requirements existed only within a wide variety of directives promulgated by various programs.

Although many of these “requirements” were established as optional or recommended objectives, this distinction was often unclear.

This section is divided into three tables in order to clarify the distinction between required and optional training.

1. **Table 7-5.** Lists required all-hands training.
2. **Table 7-6 through 7-8.** Lists training that is required only for selected personnel.
3. **Table 7-9.** Lists recommended (not required) training.

Operational commanders may require stations under their cognizance to conduct additional general military training.

This Manual does not include general military training requirements imposed by Areas and Districts.

In this Section

The following topics are discussed:

Topic	See Page
General Military Training	7-56
Training Frequency	7-57
Qualification and Certification Steps	7-60



General Military Training

Scheduling and Planning

The Training Board shall schedule all-hands general military training (Table 7-5) in the Unit Training Plan.

The XO/XPO is responsible for ensuring selected personnel training is scheduled and conducted as listed in Table 7-6 in the Unit Training Plans.

There is no requirement to have all station personnel complete all-hands training at the same time.

- ❑ All-hands training should be scheduled to correspond with duty schedules (i.e., duty section training).
- ❑ Standardized lesson plans and training materials are required for duty section training.
- ❑ The training plan should identify a primary and secondary trainer for each training topic and duty section.

Lesson Plans

For recurring training, it is recommended that a member assigned by the Training Board develop lesson plan outlines. The training officer shall maintain lesson plan outlines.

Sharing of lesson plans among stations promotes standardization and mitigates the administrative burden on individual stations.

Program managers may provide training materials such as lesson plans or videotapes.

Commandant (G-OCS) is developing a Coast Guard Intranet home page for establishing a central database of various training related materials, including lesson plan outlines. Guidelines for uploading and downloading these files will be promulgated by Commandant (G-OCS) when established.

Documentation

The senior petty officer in the duty section shall ensure all-hands general military training (Table 7-5) is documented in Section IV of individuals' training records.

Program managers may require additional documentation or administrative actions.



Training Frequency

COMMANDANT MANDATED TRAINING REQUIREMENTS ALL-HANDS TABLE 7-5			
Training	Sponsor	Reference	Freq
AIS Security Awareness	G-CIM	CI M5500.13 (series)	A
ATON Battery Training	G-SEC	CI 16478.12 (series)	A
Military Civil Rights/Human Relations	G-H	CI M5350.4 (series)	T
Critical Incident Stress Management	G-WKW	CI 1754.3 (series)	B
Drug and Alcohol Awareness	G-WKW	CI M6200.1 (series)	S
Hazard Communicating/Workplace	G-WKS	CI 6260.21 (series)	A
OPSEC Management	G-CFI	CI M5510.23 (series)	A
Respiratory Protection Program	G-WKS	CI M6260.2 (series)	A
Security Awareness	G-CFI	CI M5528.1 (series)	A
Sexual Harassment Training	G-H	CI M5350.4 (series)	T
Suicide Awareness/Prevention	G-WKW	CI 1734.1 (series)	A
Workplace Violence	G-WKW	CI 5370.1 (series)	A
TCT-Unit Level	G-WKS	CI 1541.1 (series)	B

COMMANDANT MANDATED TRAINING SELECTED PERSONNEL - GENERAL REQUIREMENTS TABLE 7-6			
Training	Sponsor	Reference	Freq
Blood Borne Pathogens	G-WKH	CI M6220.8 (series)	AR
Continuing Medical Education (CME)	G-WKH	CI M16135.4 (series)	A
Electrical Safety	G-SCE	CI M10550.25 (series)	S
Emergency Action Plan	G-CIM	CI 5500.17	A
Ethics Training	G-LGL	CI M5370.8 (series)	A
Family Advocacy Representative	G-WKW	CI M1750.7 (series)	AR
Food Service Sanitation Refresher	G-WKW	CI M6240.4 (series)	A
Hazardous Waste	G-SEC	CI M16478.1 (series)	A
HAZWOPER	G-M	CI M16000.6 (series)	A
Heat Stress Program	G-WKS	CI M6260.17 (series)	A
Lifesaver Designation Proficiency	TBD		
Supervisor Alcohol Training	G-WKW	CI M6200.1 (series)	T

Frequency symbols:

C – Continuous

T - Triennial

AR - As Required

A – Annual

Q – Quarterly

R - Regularly

S – Semiannual

B – Biennial



COMMANDANT MANDATED TRAINING BOARDING TEAM REQUIREMENTS

TABLE 7-7

Training	Sponsor	Reference	Freq
Authority & Jurisdiction	G-OPL	CI M16247.3 (series)	A
Commercial F/V Safety	G-M	CI 16711.14 (series)	A
BWI Enforcement	G-OPL	CI M16247.3 (series)	A
Conduct a Frisk Search	G-OPL	CI M16247.3 (series)	A
Conduct a Search Incident to Arrest	G-OPL	CI M16247.3 (series)	A
Expandable Baton Tactics	G-OPL	CI M16247.3 (series)	A
Handcuff a Subject	G-OPL	CI M16247.3 (series)	A
Hostage Situation	G-OPL	CI M16247.3 (series)	A
Level 1-5 Tactics	G-OPL	CI M16247.3 (series)	A
Level 3 Tactics	G-OPL	CI M16247.3 (series)	A
Level 4 Tactics	G-OPL	CI M16247.3 (series)	A
M9 Weapons Certification	G-OPL	CI M16247.3 (series)	S
MARPOL Training	G-M	CI M16000.6 (series)	A
Physical Fitness Standards	G-OPL	CI M16247.3 (series)	A
Remove a Weapon/Cooperative Subject	G-OPL	CI M16247.3 (series)	A
Riot Shotgun Familiarization	G-OPL	CI M16247.3 (series)	S
Tactical Concepts	G-OPL	CI M16247.3 (series)	A
Tactical Procedures	G-OPL	CI M16247.3 (series)	A
Use of Force Continuum	G-OPL	CI M16247.3 (series)	S
Weapons Retention	G-OPL	CI M16247.3 (series)	A

COMMANDANT MANDATED TRAINING BOAT CREW REQUIREMENTS

TABLE 7-8

Training	Sponsor	Reference	Freq
Boat Handling	G-OCS	CI M16114.9 (series)	S
Conduct checks & start the boat	G-OCS	CI M16114.9 (series)	S
First Aid	G-OCS	CI M6000.1 (series)	A
Life Raft Familiarization	G-OCS	CI M10470.10 (series)	A
M60 Machine Gun	G-OCU	CI M8000.2 (series)	A
Navigation and Piloting	G-OCS	CI M16114.9 (series)	S
OPArea Familiarization	G-OCS	CI M16114.9 (series)	S
Open Water Swim	G-OCS	CI M16114.9 (series)	A
Physical Fitness Standards	G-OCS	CI M16114.9 (series)	A
Port Security Contingency Training	G-M	CI M16000.12 (series)	AR
Pyrotechnics Training	G-OCU	CI M8000.2 (series)	S
Rules of the Road	G-OCS	CI M16114.9 (series)	AR
Secure the Boat	G-OCS	CI M16114.9 (series)	S
TCT/Risk Assessment	G-OCS	CI M16114.9 (series)	A
Towing	G-OC	CI M16114.9 (series)	S
Transit a Surf Zone	G-OCS	CI M16114.9 (series)	S

Frequency symbols:

C – Continuous

T – Triennial

AR – As Required

A – Annual

Q – Quarterly

R – Regularly

S – Semiannual

B – Biennial



COMMANDANT RECOMMENDED (NOT REQUIRED) TRAINING
TABLE 7-9

Training	Sponsor	Reference	Freq
CG Advancement System	G-W	CI M1000.6 (series)	A
Code of Conduct	G-W	CI M1000.6 (series)	AR
Educational Opportunities	G-W	CI M1500.10 (series)	S
Family Child Care Training	G-WKW	CI 1754.15 (series)	AR
Financial Management	G-WKW	CI M1000.6 (series)	A
Forklift Operations	G-SLP	CI M11240.9 (series)	AR
Geneva Convention	G-WT	CI M1500.10 (series)	AR
Hazing Awareness	G-W	CI 1610.1 (series)	AR
Indebtedness	G-W	CI M1000.6 (series)	AR
Ombudsman Training	G-WKW	CI 1750.4 (series)	AR
Personal Relationships	G-W	CI M1000.6 (series)	R
Privacy Act	G-CIM	CI M5260.3 (series)	AR
Retirement/Separation Seminars	G-CCS	CI 1040.4 (series)	AR
Types of Discharge	G-W	CI M1000.6 (series)	AR
UCMJ	G-W	CI M1000.6 (series)	AR
Venereal Disease	G-W	CI M1000.6 (series)	R
NFPA Standard Training 1001	G-M	CI M16000.6 (series)	AR
Introduction to TCT (Crse# 0648)	G-WKS	CI 1541.1 (series)	B
Energy Management Training	G-CFP	CI M4100.2C	R
Mail Management Training	G-CIM	CI M5110.1	R
Public Affairs	G-IPA	CI M5728.2 (series)	R
Voting Assistance Training	G-WPM-1	CI 1742.3 (series)	B
Auxiliary Qualification Examiner	G-OCX	CI M16794.51 (series)	AR
Driver Improvement Course	G-WKS	CI M5100.47 (series)	A

Frequency symbols:

C – Continuous

T - Triennial

AR - As Required

A – Annual

Q – Quarterly

R - Regularly

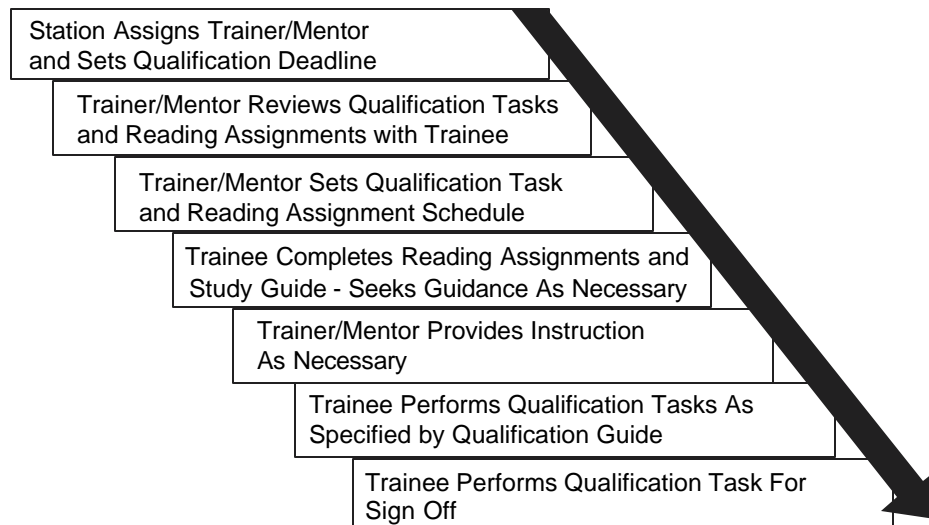
S – Semiannual

B – Biennial



Qualification and Certification Steps

Sequence Of Qualification Steps:



Qualification Sign-off

Qualification tasks shall only be signed-off when the trainer/mentor is confident that the basic principles are understood, and the trainee demonstrates the ability to perform the task without prompting.

Unit commanders shall ensure at least 10% of the underway training for each boat crew member, boat engineer, coxswain, or surfman is conducted at night.

Certification Steps

Steps required for trainee to obtain certification.

- ☐ Pass physical fitness requirement
- ☐ Successful comprehensive check ride
- ☐ Approval of Unit Boat Crew Examination Board (BCEB)
- ☐ Certification by Unit Commander
- ☐ Personnel Record Entry and Assignment of Qualification Code

NOTE:

Documentation of certification by Auxiliarists should be forwarded to the District Director of Auxiliary.



Section J. Motor Lifeboat (MLB) Surf Training Doctrine

Overview

Introduction

In order to ensure the safety of unit personnel involved with surf training the following guidance has been established.

Environmental restrictions shall not be exceeded.

District Commanders may require additional restrictions/requirements for units under their control.

District imposed restrictions/requirements shall be published in writing and copies provided to Commandant (G-OCS-2) and the National Motor Lifeboat School.

Minimum Requirements

Comply with the following requirements:

- ☐ A dedicated land-based observer shall maintain visual and radio contact with the MLB(s) at all times, and radio contact with the parent unit at all times.
- ☐ Units shall notify their Group (or Activity) Commander prior to commencing surf training.
- ☐ Units shall conduct a pre-brief (including elements of risk assessment) of the surf training plan prior to commencing training.
- ☐ MLB crews shall be properly outfitted with personal protective equipment in accordance with the Boat Crew Seamanship Manual and the Coast Guard Rescue and Survival Systems Manual.
- ☐ A handheld back-up VHF-FM radio shall be carried onboard each MLB.
- ☐ A certified surfman shall be onboard each MLB.

In this Section

The following topic is discussed:

Topic	See Page
Dual and Single MLB Surf Training	7-62

References for this Section

Boat Crew Seamanship Manual, **COMDTINST M16114.5 (series)**.

Boat Crew Training Manual, **COMDTINST M16114.9 (series)**.

CG Rescue and Survival Systems Manual, **COMDTINST M1047.10 (series)**.

Operational Risk Management, **COMDTINST 3500.3 (series)**.



Dual and Single MLB Surf Training

Dual

The preferred method of conducting MLB surf training involves two motor lifeboats operating in tandem, with each boat acting as a back-up/safety boat for the other.

Environmental Limits

Observe these environmental limits when conducting dual MLB surf training:

- ☐ Breaking seas less than 15 feet
 - ☐ Wind less than 40 knots
 - ☐ Visibility greater than 1 nautical mile
 - ☐ Daytime only
-

Single

Single MLB surf training is authorized when two MLBs are not available.

Environmental Limits

Observe these environmental limits when conducting single MLB surf training:

- ☐ Breaking seas less than 10 feet
 - ☐ Winds less than 30 knots
 - ☐ Current less than 5 knots
 - ☐ Visibility greater than 1 nautical mile
 - ☐ Daytime only
-



Chapter 8

Environmental Health and Safety Programs

Overview

Introduction

This chapter discusses the key components of an effective unit environmental health and program.

Safety is an all-hands evolution. Proper attention to safety and environmental health are essential to protecting Coast Guard personnel and ensuring mission readiness.

The leadership and responsibility for safety starts with the Commanding Officer/OIC and continues down the chain of command to each individual.

Unit CO/OICs are responsible for ensuring that personnel within their command are provided a safe and healthful environment and that all facilities and operations comply with applicable Federal laws and regulations and Coast Guard directives.

At each level of command the message of safety shall be amplified, and the standards for safety shall be enforced.

This chapter is not inclusive, and CO/OICs must refer to the referenced instructions for full guidance in establishing and managing various safety programs.

In this Chapter

This chapter contains the following:

Topic	See Page
Unit Responsibilities	8-2
Unit Programs	8-3

References for this Chapter

Each section has its own reference section.



Section A. Unit Responsibilities

Overview

Introduction

This section discusses the responsibilities of both stations and stations (small).

Station Responsibilities

Station CO/OICs are responsible for:

- ☐ Appointing a safety officer.
- ☐ Ensuring periodic inspections are conducted by the safety officer to detect and alleviate hazardous conditions.
- ☐ Investigating, evaluating and reporting all mishaps.
- ☐ Identifying personnel to be enrolled in the Occupational Medical Monitoring Program (OMMP) as identified by the responsible MLC.

Station (small), Non-Pooled Responsibilities

Station (small) OICs are responsible for:

- ☐ Performing safety officer duties and responsibilities as directed by the parent station.
- ☐ Ensuring periodic inspections are conducted to detect and alleviate hazardous conditions.
- ☐ Evaluating and reporting all mishaps.
 - ⇒ Parent stations shall conduct mishap investigations.
- ☐ Identifying personnel to be enrolled in the Occupational Medical Monitoring Program (OMMP) as identified by the responsible MLC.

References for this Section

Safety and Environmental Health Manual, **COMDTINST M5100.47**.



Section B. Unit Programs

Overview

Introduction

This section provides information and references on various programs.

In this Section

The following topics are discussed:

Topic	See Page
Electrical Safety, Hearing Conservation and Hazardous Communications Programs	8-4
Heat Stress and Respiratory Protection Program	8-5
Pre-Mishap Plan, Boat Safety and Confined Space Entry Programs	8-6

References for this Section

References are included with each topic.



Electrical Safety, Hearing and Hazard Communications Programs

Introduction

This section provides an overview of each of the programs and references for more information.

Electrical Safety

Each unit shall develop a comprehensive Electrical Safety Program and employ equipment tag-out procedure.

This is a mandatory program.

References for this Program

Naval Engineering Manual, **COMDTINST M9000.6 (series)**.
 Shipboard Regulations Manual, **COMDTINST M5000.7**.
 Equipment Tag-Out Procedure, **COMDTINST 9077.1 (series)**.

Hearing Conservation

Station work environments are filled with many noise hazardous operations.

Units shall establish a hearing conservation program using the references below.

References for this Program

Shipboard Regulations Manual, **COMDTINST M5000.7**.
 Safety and Environmental Health Manual, **COMDTINST M5100.47 (series)**.
 Medical Manual, **COMDTINST M6000.1 (series)**.

Hazard Communications

The Occupational Safety and Health Administration (OSHA) issued the Hazard Communication Standard, which is applicable to the Coast Guard, and requires that employers initiate and comply with a hazard communication program.

The goal of the program is to provide education on hazardous substances in the workplace, ensure safety of workers who work with hazardous substances and to protect unit personnel from undue exposure.

References for this Program

Hazard Communication for the Workplace, **COMDTINST 6260.21 (series)**.
 Shipboard Regulations Manual, **COMDTINST M5000.7**.



Heat Stress and Respiratory Protection Programs

Introduction

This section provides an overview of each of the programs and references for more information.

Heat Stress

Heat stress is any combination of elevated air temperature, thermal radiation, high humidity, low airflow, and workload, which affect the regulation of body temperature. When the body's ability to adjust is exceeded, body temperature increases, resulting in symptoms of fatigue, severe headache, nausea and decreased physical and mental performance. Generally, the EPO is responsible for administering the heat stress program, although all-hands must be aware of symptoms and treatment.

References for development and implementation are listed below.

References for this Program

Coast Guard Hot Weather Boat Crew Outfit, **COMDTINST 1020.11 (series)**.

Uniform Regulations, **COMDTINST M1020.6 (series)**.

Auxiliary Manual, **COMDTINST M16790.1 (series)**.

Preventing Heat Casualties, **COMDTPUB P6200.12**.

CG Rescue and Survival Systems Manual, **COMDTINST M1047.10 (series)**.

Maritime Law Enforcement Manual (LEMAN), **COMDTINST M16247.1 (series)**.

Shipboard Regulations Manual, **COMDTPUB M5000.7**.

Cutter Heat Stress Program (CG), **COMDTINST M6260.17**.

Respiratory Protection

Both Coast Guard policy and federal law require a written respiratory protection program. Respiratory protection is required whenever engineering or administrative controls of hazardous air contaminants are not feasible or are not in place. Any unit using respirators shall establish a respiratory protection program.

The references below contain information and guidance for establishing a respiratory protection program:

References for this Program

Technical Guide: Practices for Respiratory Protection, **COMDTINST M6260.2 (series)**.

Safety and Environmental Health Manual, **COMDTINST M5100.47 (series)**.

Medical Manual, **COMDTINST M6000.1 (series)**.

Shipboard Regulations Manual, **COMDTINST M5000.7**.



Pre-Mishap Plan and Boat Safety and Confined Space Entry Programs

Introduction

This section provides an overview of each of the programs and references for more information.

Pre-Mishap Plan

Stations are required to maintain pre-mishap plans to ensure responses to Class A or B mishaps are adequately coordinated.

Plans should enhance the unit's ability to respond by describing actions and responsible personnel.

Operational commanders (e.g., Group, Activity and Section Commanders) shall develop station pre-mishap plans. Pre-mishap plan information for individual stations can be included in a single unit instruction.

Further information on required and recommended content of a unit pre-mishap plan is in the reference below.

Reference for this Program

Safety and Environmental Health Manual, **COMDTINST 5100.47 (series)**.

Boat Safety Program

A boat safety program is essential if Coast Guard missions are to be performed effectively and safely, protecting both the platforms used and the crews.

A boat safety program need not be a separate unit instruction, but can be fulfilled through routine practices involving safety standowns, mission pre-briefs, and identification and alleviation of as many identifiable hazards as possible.

Operational commanders may develop and maintain boat safety program guidance for all subordinate stations.

Further guidance on safety programs is in the reference below.

Reference for this Program

Safety and Environmental Health Manual, **COMDTINST 5100.47 (series)**.

Continued on next page



Pre-Mishap Plan and Boat Safety and Confined Space Entry Programs, (continued)

Confined Space Definition

- ☐ Large enough and so configured that an employee can bodily enter and perform assigned work
 - ☐ Limited or restricted means for entry or exit, such as tanks, vessels, storage bins, vaults, and pits
 - ☐ Not designed for continuous employee occupancy
 - ☐ Intended users are all shore units with confined space work environments
-

Confined Space Entry Program

Entry into confined spaces should only occur after evaluation of the hazards and other safety concerns.

Units should prepare a unit instruction identifying confined spaces and the required safety procedures for entering those spaces.

Further information on required and recommended content of a unit's confined space entry program is in the reference below.

Reference for this Program

Shore Confined Space Entry, **COMDTINST 5100.48 (series)**. (Confined space entry procedures for boats and ships are governed by the Naval Engineering Manual, **COMDTINST M9000.6 (series)** and Naval Ship Technical Manual (NSTM), Chapter 74 Volume 3).



Appendix A

Station Organization and Watchstanding

Overview

Introduction

This chapter provides the basic format for a standard organization of Coast Guard boat stations. It also sets forth the minimum requirements for organizing, administering, and operating such stations. This format should be modified only when necessary to meet individual station requirements.

Commanding Officers (COs) and Officers-In-Charge (OICs) shall promulgate the organization manuals for their boat station.

The first chapter shall cover any general principles desired, including the mission of the station and any other general information appropriate to the scope of the chapter. The second chapter shall cover department organization and detailed duties. The third chapter shall cover watch organization as developed for the station. The fourth chapter shall cover the system of unit orders and instructions. Additional chapters are authorized as necessary.

General Organizational Principles

Coast Guard boat stations shall be organized and operated in accordance with the basic principles contained in the Coast Guard Organization Manual and Coast Guard Regulations.

The foundation of every station's organization is the duty section or watch organization.

In this Appendix

This appendix contains the following:

Topic	See Page
Station Organization	A-2
Mission Requirements and Limitations	A-7
Command Cadre	A-10
Duties and Responsibilities	A-12
Station Watch Organization	A-21
Organizing the Duty Section	A-25
Duty Section Rotation	A-29

Reference for this Appendix

Coast Guard Organization Manual, **COMDTINST M5400.7 (series)**.

Coast Guard Regulations, **COMDTINST M5000.3 (series)**.

Each section has its own reference, description and authority paragraphs.



Section A. Station Organization

Overview

Introduction

The core element of every station's organizational structure is the duty section.

Each station's organizational structure should be designed to support and develop the duty section's capability to perform assigned missions.

Station Functions

The primary functions of every station include the following:

- ❑ **TRAIN.** Provide essential training for boat crews, boarding teams, and other operations support personnel (e.g., communications watchstanders) for the safe and effective execution of assigned duties.
- ❑ **MAINTAIN.** Accomplish scheduled maintenance and limited repairs for assigned boats and equipment, and perform general housekeeping for station boats and facilities.
- ❑ **OPERATE.** Successfully execute assigned Coast Guard missions in a safe and effective manner.

Training, maintenance, and operations requirements vary from station to station.

In this Section

The following topics are discussed:

Topic	See Page
Standard Station Organization	A-3
Station	A-4
Station (small)	A-6

References for this Section

Staffing Standards Manual, **COMDTINST M5312.11 (series)**.



Standard Station Organization

Factors

The standard organizational structure for all stations shall consist of the command cadre (e.g., OIC, XPO, EPO) and the duty section.

Factors affecting the makeup of station command cadre and duty section shall include:

- ❑ District mandated mission and boat readiness requirements
- ❑ Complexity of operations and community interaction
- ❑ Size of the station and local conditions (e.g., personnel allowance, duty section requirements, number and type of boats assigned, distance to the parent command, and other factors)

Organizational Diagram

Figures 1 and 2 provide a standard organizational diagram for a station and station (small). All station functions must be stated in the station's organization chart.

Boat stations are authorized to make additions or deletions of functions and duties where necessary. However, horizontal changes in the existing chart should be avoided.

The size of the station and local conditions (e.g., duty section requirements, personnel allowance, number and type of boats assigned, distance to the parent command, and other factors) should determine any necessary changes.

Collateral duties or other duties peculiar to an individual station may be added to the organizational chart without changing its effectiveness or its basic purpose.



Station

Definition

A station is a Coast Guard shore facility with an OPFAC, command cadre, and permanently assigned duty standers, boats, and equipment, which reports to a Group or Activities command, or District Commander (D17).

Elements of a Station

The elements of a station shall include, but are not limited to the following:

- ☐ Multi-mission shore facility
 - ⇒ Duty crew berthing
 - ⇒ Vessel moorings and maintenance
- ☐ Operate boats in support of designated missions
- ☐ Provided with boat and personnel allowances
- ☐ Station administration
- ☐ Provide unit level training and equipment maintenance
- ☐ Responsible for their own internal supervision
- ☐ Receive support and services from a District office, Group (or Activity) office, Base, Integrated Support Command, Air Station or other host command

Reserve Augmented Station

A station that relies on reserve personnel for at least one third of its primary duty section staffing for three or more months a year is considered to be a “reserve augmented” station.

Parent Station

A parent station is a station with one or more subordinate stations (small).

Its command cadre allowance may be different from that of a typical station to account for the increased responsibility associated with the assignment of subordinate stations (small).

Dutystander

All station personnel, with the exception of the CO/OIC, XO/XPO, EPO, support and special mission (SSM) positions (e.g., supply petty officer, Food Service Specialist, administration petty officer, housing petty officer, personnel assigned to "ATON Duty"), and the senior boatswains mate(s) at stations with a commanding officer are counted upon to stand duty.

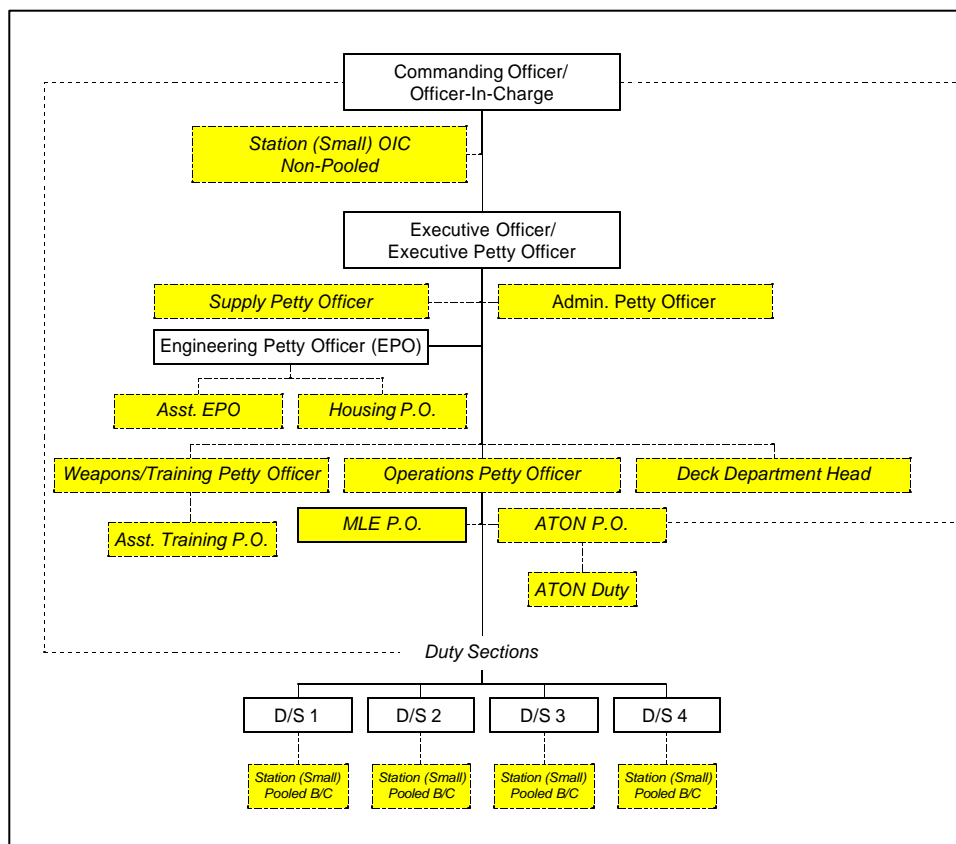
- ☐ Command staff elements (e.g., Deck Department Head, Operations P.O., Weapons/Training P.O., etc.) shall be specifically identified on station personnel allowance lists (PALs).
- ☐ Station personnel assigned to "ATON duty" shall normally be restricted to ATON operations and operations support.

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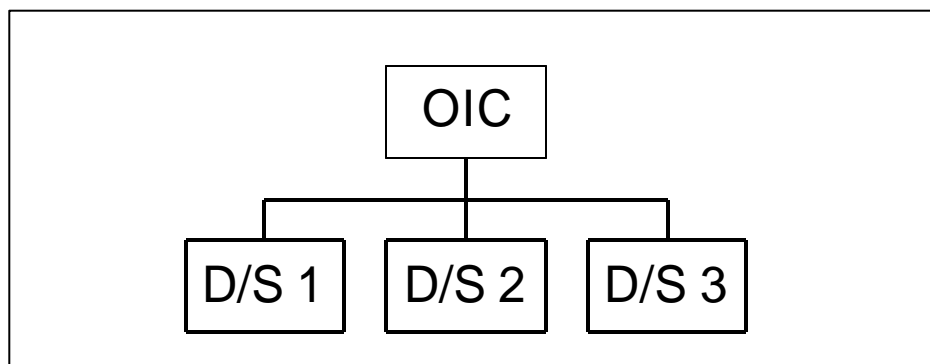
Station (continued)

Figure 1: Station



NOTE: Shaded boxes depict station-specific positions that may or may not be required to address operational or administrative workload elements.

Figure 2: Station (small), Non-Pooled





Station (small)

Definition

A station (small) is a minimally-staffed and resource-constrained unit that receives operational direction, command, and support from its parent station.

Elements

The elements of a station (small) shall include, but are not limited to the following:

- ❑ Multi-mission shore facility
 - ⇒ Duty crew berthing
 - ⇒ Vessel moorings and limited maintenance
- ❑ Operate boats in support of limited missions
- ❑ Provided with boat and personnel
 - ⇒ Auxiliary operated stations (small) may, or may not have boats or personnel assigned
 - ⇒ Non-pooled stations (small) have personnel allowances
- ❑ Provide unit level training and limited equipment maintenance
- ❑ Responsible for their own internal supervision
- ❑ Receive support and services from a parent station, District Office, Group (or Activity) office, Base, Integrated Support Command, Air Station or other host command

Pooled Station (small)

A pooled station (small) appears in the OPFAC manual, but will not have an assigned OPFAC number, assigned personnel, or an OIC. The parent station for this pooled station (small) has additional personnel to operate a boat from the physical location of the station (small). Essentially the pooled station (small) becomes a “remote operating location.”

Reserve Augmented Station

A pooled station (small) that relies on reserve personnel for at least one third of their primary duty section staffing for three or more months a year is considered to be a “reserve augmented” station.

Non-Pooled Station (small)

A non-pooled station (small) is a station (small) with permanently assigned personnel. These units will be assigned an Operating Facility (OPFAC) number and Officer-In-Charge (OIC).

Auxiliary Operated Station (small)

A station (small) that relies on Auxiliary members for their primary duty section staffing for three or more months a year is considered to be an “Auxiliary Operated” station (small). Auxiliary operated stations may or may not have an active duty command cadre (i.e., OIC).



Section B. Mission Requirements and Limitations

Overview

Introduction

This section discusses mission response requirements and gives guidance on self-imposed requirements to be avoided.

In this Section

The following topics are discussed:

Topic	See Page
Mission Requirements	A-8
Mission Limitations	A-9



Mission Requirements

Requirements Overview

District Commanders establish station mission requirements.

Mission requirements are district-wide requirements with regional variations as required to meet the demands for Coast Guard services.

The workload associated of District-mandated mission requirements will vary based on the station's area of responsibility (AOR), boating activity in the AOR, and the proximity and availability of other Coast Guard assets to meet mission requirements.

Community relations/public affairs activities and responsibilities are embedded in assigned missions (e.g., liaison responsibilities associated with SAR or law enforcement activities).

Not all stations are required to perform all missions at the same level.

Response boat readiness requirements are separate and distinct from station mission requirements.

Response Mission Requirements

Stations shall maintain the appropriate alert status for all Coast Guard missions requiring a response of 24 hours or less.

- ❑ Bravo-Zero (B-0) alert is required for missions requiring Coast Guard response within 30 minutes of notification, or less.
- ❑ Additional personnel shall be placed in the appropriate alert status when the projected response mission requirements exceed the capability of the primary response crew(s).

Station watch composition (e.g., duty crew) should be limited to the minimum required to support response mission requirements.

The number of duty personnel maintaining a B-0 alert status should be limited to the minimum required for appropriate Coast Guard response.

Non-Response Mission Requirements

Stations must carefully manage workload/fatigue risks associated with non-response operational requirements.

- ❑ Non-duty crews shall be used to the degree necessary to protect the integrity of the duty crew's response capability.
 - ❑ Stations should limit personnel to a maximum of 8 hours work/duty for every 24-hour period for non-response missions.
-



Mission Limitations

Self-Imposed Requirements

All stations are resource-constrained units designed to meet specific threats and mission requirements.

Station CO/OICs shall maintain open communications with District Commanders, and Group or Activity Commanders to structure tasking and support accordingly.

Avoid These

These are examples station CO/OICs should avoid:

- ☐ Maintaining a 7x24 Bravo-Zero response standard:
 - ⇒ Regardless of SAR demand or resources.
 - ⇒ To support scheduled missions such as ATON, safety and security zones, logistics support, routine law enforcement activities, etc.
 - ☐ Staffing auxiliary operated stations with active duty boat crews in order to maintain a Bravo-Zero response capability.
 - ☐ Staffing duty sections in excess of requirements (communications watch where the Group/Activity has adequate coverage, OOD, security watch, etc.).
 - ☐ Requiring routine harbor pollution patrols.
 - ☐ Setting arbitrary activity requirements (e.g., number of hours underway per day, number of boardings per boat crew).
 - ☐ Conducting activities on inland lakes (minus the Great Lakes) and rivers.
 - ☐ Refusing to close down buildings or portions of buildings so as to maintain "flexibility."
-



Section C. Command Cadre

Overview

Introduction

The station command cadre is responsible to its chain of command and support for overall mission accomplishment, administrative functions, good order and discipline, and maintenance of shore and boat assets.

In this Section

The following topic is discussed:

Topic	See Page
Cadre for Stations and Stations (small)	A-11



Cadre for Station and Station (small)

Station Command Cadre

The core command cadre of a station is the Commanding Officer/Officer-In-Charge (CO/OIC), Executive Officer/Executive Petty Officer (XO/XPO), and Engineering Petty Officer (EPO).

Stations shall have a minimum of two senior boatswains mates (i.e., BM1 or above) assigned. For example:

- ◆ *CO, XPO, and EPO Station: Training or Operations Petty Officer assigned as the second senior Boatswains Mate.*
- ◆ *CO, XO, EPO Station: Training and Operations Petty Officers assigned as the second senior Boatswains Mate.*
- ◆ *OIC, XPO, EPO Station: OIC and XPO as two senior Boatswains Mate.*

Additional command staff elements should be provided to address operational or administrative workload elements (e.g., Operations PO, Weapons/Training PO, Deck Department Head, ATON Supervisor, Supply PO).

Non-Pooled Station (small), Command Cadre

The command cadre for non-pooled stations (small) consists of an OIC.

The parent station shall provide administrative and maintenance support to the station (small).

Department Heads

Stations shall normally have a minimum of two departments, a Deck Department and an Engineering Department.

Department heads shall be senior petty officers (i.e., E-6) or chief petty officers. The CO/OIC shall designate department, assistant department heads, and division petty officers in writing, if they are not specifically identified on the station's personal allowance list (PAL).

CO/OICs should only designate department heads, assistant department heads, or division petty officers when staffing allows sufficient time for effective management of assigned duties and responsibilities (e.g., 1-in-4 duty, with two or more non-duty days available for assigned duties and responsibilities).



Section D. Duties and Responsibilities

Overview

Introduction

This section discusses the duties and responsibilities of command cadre, department heads, and collateral duty assignments.

In this Section

The following topics are discussed:

Topic	See Page
Duties of the Command Cadre	A-13
Deck Department	A-16
Boat Keepers	A-18
Collateral Duties	A-19

References for this Section

Coast Guard Regulations, **COMDTINST M5000.3 (series)**.

Coast Guard Food Service Manual, **COMDTINST M4061.5 (series)**.

CG Rescue and Survival Systems Manual, **COMDTINST M1047.10 (series)**.



Duties of the Command Cadre

Commanding Officer and Officer-In-Charge

The duties of the Commanding Officer (CO) and Officer-In-Charge (OIC) are as follows:

- ❑ Perform the duties of the CO or OIC as specified in Coast Guard Regulations, COMDTINST M5000.3 (series).
- ❑ Be responsible for the administration and direction of all activities of the station.
- ❑ Monitor the seamanship proficiency, and training of all assigned boat crew members, and ensure that personnel assigned to operational duties meet all appropriate recurrent training requirements.

Executive Officer and Executive Petty Officer

The duties of the Executive Officer (XO) or Executive Petty Officer (XPO) are as follows:

- ❑ Perform the duties of an XO or XPO as specified by Coast Guard Regulations, COMDTINST M5000.3 (series).
- ❑ Assist the Commanding Officer or Officer-In-Charge generally in the administration of the functions of the unit.
- ❑ Act as senior member of the Station Safety Board.
- ❑ Serve as Administration Officer unless an independent duty Yeoman (YN) is assigned.
- ❑ Serve as Supply Officer unless an independent duty Storekeeper (SK) is assigned.

Engineering Petty Officer

The Engineering Petty Officer (EPO) shall perform the following duties as head of the Engineering Department:

- ❑ Perform the duties of the head of a department as specified by Coast Guard Regulations.
- ❑ Manage the Engineering Department and be responsible to the CO/OIC for the maintenance of boats, associated equipment, vehicles, and the station facilities.
- ❑ Administer the Engineering Department in accordance with all controlling directives.
- ❑ Establish and maintain a program for the maintenance and repair of buildings, grounds, boats, and vehicles.
- ❑ Establish and maintain a vehicle operator training and qualification program.
- ❑ Provide physical security services.
- ❑ Participate in maintenance and repair check rides. Ensure boat crews are briefed prior to check rides so that the purpose and objectives of the rides are clearly understood.

Continued on next page



Duties of the Command Cadre (continued)

EPO (continued)

-
- ☐ Approve or reject completed maintenance or repair work based on appropriate standards.
 - ☐ Maintain liaison with the Supply Department, provide technical advice for procuring and requisitioning engineering materials, supplies and allowance list spares.
 - ☐ Inventory boats and vehicles upon receipt and transfer and ensure that proper inventory logs are kept.
 - ☐ Be responsible for procurement, custody, issue and condition of all general and special tools required by the Engineering Department.
 - ☐ Estimate budgetary needs and administer funds allocated for procurement of material and services.
 - ☐ Establish internal methods and procedures by which maintenance personnel can obtain required material to support the maintenance effort.
 - ☐ Initiate action for survey in the event of loss, damage, or destruction of accountable items.
-

Continued on next page



Duties of the Command Cadre (continued)

Assistant Engineering Petty Officer

The Assistant Engineering Petty Officer (AEPO):

- ❑ Assist the EPO generally in the administration of the functions of the Engineering Department.
 - ❑ Serve as Engineering Department “Shop Supervisor”:
 - ⇒ Direct preventative and corrective maintenance of boats, vehicles, facilities, and all associated equipment.
 - ⇒ Plan, schedule and control all phases of maintenance. Perform progress checks on all work assigned.
 - ⇒ Maintain a boat maintenance status board and keep all appropriate personnel informed of boat status.
 - ⇒ Ensure maintenance instructions are prepared when required.
 - ⇒ Ensure prompt and safe movement of boats to facilitate the maintenance effort.
 - ⇒ Prepare necessary boat docking or parking plans.
 - ⇒ Manage the station fueling facilities.
 - ⇒ Process repairable material in a serviceable status.
 - ⇒ Ensure that all material and equipment is properly stored, secured and accounted for.
 - ⇒ Initiate requests for required shop materials, periodically review shop usage, and establish inventory re-order points.
-



Deck Department

Department Head

A senior Boatswains Mate (i.e., E-6 or above), subordinate to the XO/XPO, shall perform the duties as head of the Deck Department:

- ☐ Perform the duties of the head of a department as specified by Coast Guard Regulations.
- ☐ Manage the Deck Department and be responsible to the CO/OIC for the topside maintenance of boats, associated equipment, vehicles, and the station facilities.
- ☐ Serve as Operations Officer.
- ☐ Serve as Communications Officer.

Operations Officer Duties and Responsibilities

- ☐ Coordinate and control movements of boats (and vehicles, when operationally employed).
- ☐ Prepare the daily operations schedule and duty section watch schedules.
- ☐ Maintain boat and station emergency bills.
- ☐ Administer the station's operational readiness program for boats and associated equipment, including towing vehicles and trailers.
- ☐ Manage and direct training of surfmen, coxswains, boat engineers, boat crew members, and other station duty standers.
- ☐ Coordinate training syllabi in accordance with pertinent Commandant's directives.
- ☐ Provide communications, weather, navigation, and public information services as required.
- ☐ Supervise the Qualification Examining Boards and the Operations Standards Board.

Rescue and Survival Systems Petty Officer

Station CO/OICs shall appoint a petty officer, in writing, to manage the station's rescue and survival equipment. This individual should:

- ☐ Be intimately familiar with the Rescue and Survival Systems Manual.
- ☐ Administer and coordinate the periodic maintenance system (PMS) requirements through the appropriate departments.
- ☐ Ensure sufficient equipment is purchased to maintain the required allowance.
- ☐ Issue protective clothing and equipment (organizational clothing) and account for same using Personal Clothing and Equipment Form (AF Form 538).
- ☐ Ensure personnel are aware of the proper use and care of issued equipment.

Continued on next page



Deck Department (continued)

Communications Petty Officer Responsibilities

The duties and responsibilities of the Head, Deck Department as station Communications Officer shall include the following:

- ☐ Provide communications services as required.
- ☐ Supervise the communications watchstanders and handling of message traffic.
- ☐ Administer communications procedures and training.
- ☐ Provide control of classified material and cryptographic devices.
- ☐ Provide control of communications equipment including portable radios.

Navigation Petty Officer Responsibilities

The duties and responsibilities of the Head, Deck Department as station Navigation Officer shall include the following:

- ☐ Provide charts, publications, navigation equipment, and records.
- ☐ Maintain Area Navigation Database, including lists of with the names of local and charted geographic points in the station's area of responsibility (AOR).



Boat Keepers

Deck

Unit commanders should assign a Boatswain Mate/Coxswain (E-5 or above) to be the Boat Keeper - Deck for each boat assigned to the station (one boat, one Boat Keeper - Deck).

The Boat Keeper - Deck shall:

- ❑ Oversee all aspects of deck standardization and maintenance for their assigned boat.
 - ❑ Coordinate maintenance scheduling between the Deck and Engineering Departments.
-

Engineering

Unit commanders should assign a Machinery Technician (MK3 or above) to be the Boat Keeper - Engineering for each boat assigned to the station (one boat, one Boat Keeper - Engineering).

The Boat Keeper - Engineering shall:

- ❑ Oversee all aspects of engineering standardization and maintenance for their assigned boat.
 - ❑ Assist the Boat Keeper - Deck in coordination of maintenance scheduling between the Deck and Engineering Departments.
-



Collateral Duties

Assignment of

Commanding Officers and Officers-In-Charge may assign collateral duties to duty standers when staffing allows for an average work week of 68 hours or less (e.g., 1-in-4 duty rotation).

If staffing does not allow for an average workweek of 68 hours or less, department and assistant department heads should retain responsibility for all collateral duties.

Collateral duty tasks may be assigned to duty standers on an ad hoc basis as long as those tasks do not interfere with duty standers' primary responsibilities (i.e., training and operations).

Training Petty Officer

The duties and responsibilities of the training petty officer shall include the following:

- ❑ Plan, coordinate, and execute the training program, and maintain unit training program guidance.
- ❑ Maintain a central file of lesson plan outlines for all recurring training.
 - ⇒ Procure and maintain unit training aids.
- ❑ Maintain station personnel training records.
- ❑ Maintain a record of general military training conducted in accordance with this Manual.
- ❑ Maintain a record of PQS/JQR qualified personnel in accordance with this Manual, and act as PQS/JQR Coordinator.
- ❑ Maintain a record of completed drills and exercises in accordance with this Manual.

Administration Officer

The XO/XPO or independent duty Yeoman (if assigned) shall perform the following duties as administration officer:

- ❑ Administer all functions pertaining to personnel.
 - ⇒ Provide educational services.
 - ⇒ Maintain general directives and general message files.
 - ⇒ Provide clerical and mail services.
 - ⇒ Provide medical services, including dental and sanitary services.
- ❑ Provide special services such as housing, recreation, voting, bond sales, charity drives, and legal assistance.

Continued on next page



Collateral Duties (continued)

Educational Services Officer

Educational services for stations should normally be coordinated via a command authorized by the Coast Guard Institute to receive, administer, and forward correspondence course testing material (i.e., a parent operating facility (POPFAC)).

Parent stations shall coordinate educational services for station (small) personnel.

Supply Officer

The Supply Officer shall perform the following duties:

- ☐ Procure, stock, and issue supplies and equipment.
 - ☐ Prepare and maintain required fiscal and supply records and reports.
 - ☐ Supervise Survey Boards.
 - ☐ Perform the duties of the property officer:
 - ⇒ Maintain a local record of plant property, and allowance lists.
 - ⇒ Provide accountability for property issued on custody.
 - ⇒ Dispose of excess and surveyed property.
-

Food Services Officer

The duties of the Food Services Officer are:

- ☐ Provide commissary services.
 - ☐ Ensure cleanliness and sanitation in the galley and commissary.
 - ☐ Prepare commissary reports, inventories, and requisitions.
 - ☐ Carry out such instructions as are promulgated in the Coast Guard Food Service Manual, COMDTINST M4061.5 (series) and Coast Guard Regulations, COMDTINST M5000.3 (series).
 - ☐ Direct training of Food Service Specialists (FS).
-



Section E. Station Watch Organization

Overview

Introduction

Stations are required to maintain duty sections to provide an immediate boat response capability (i.e., B-0) for search and rescue, or other mission areas as required by the District Commander.

In this Section

The following topics are discussed:

Topic	See Page
Duty Section	A-22
Response Boat Readiness	A-23
Watchstander Designation Training	A-24



Duty Section

General

Maintaining the integrity of the duty section must be the primary focus of all station personnel.

Unit commanders shall organize duty sections to:

- ❑ Ensure successful execution of assigned missions.
- ❑ Protect the integrity of response boat duty crews.
- ❑ Minimize the unproductive time members spend on the station, away from families and friends.

Duty Rotation

The CO/OIC's choice of station watchstanding/duty section rotation is one of the most critical choices any CO/OIC can make.

The station's duty rotation will:

- ❑ Define the minimum requirement for Coast Guard boat response in the station's AOR.
- ❑ Be the primary workweek driver for the station.
- ❑ Defines the amount and nature of the time available for station training/work/mission requirements.

Tasking

Tasking for duty crews and other members of the duty section should be restricted to proficiency training, routine/minor boat and facility maintenance, or housekeeping and operations.

Duty standers should not be assigned management or administrative duties or responsibilities beyond those required in support of duty section operations.

Factors of Organization

The number of people assigned to the duty section should be the minimum required to provide the requisite response mission capability consistent with sound risk management principles.

A station's duty section organization should be based on:

- ❑ District mandated response readiness requirements (e.g., number of B-0 boats/crews)
- ❑ District or Group mandated watchstanding requirements (e.g., communications watch)
- ❑ Tempo of station operations (e.g. OOD).

Communications watchstanders and/or an Officer-of-the-Day (OOD) may be required to facilitate the station's response mission capability.



Response Boat Readiness

Requirements

District Commanders establish response (or “ready”) boat readiness requirements.

Response boat readiness requirements are established based on the demand for Coast Guard response services, and the projected workload associated with that demand.

Stations shall not exceed District mandated boat readiness requirements without concurrence from the District Commander.

Copies of approved requests to increase boat readiness requirements shall be forwarded to Commandant (G-OCS-1).



Watchstander Designation Training

Considerations

Stations must carefully manage workload/fatigue risks associated with watchstander designation training.

- ❑ Watchstander designation training conducted in conjunction with the duty day, including underway training, should be scheduled.
 - ❑ Supervised break-ins for practical evaluation should normally be conducted in conjunction with routine duty section operations. Supervised break-ins are for evaluation, not training.
-



Section F. Organizing the Duty Section

Overview

Introduction

Station duty sections should, to the maximum extent possible, include the minimum number of people required to maintain the minimum required readiness posture.

The communications watchstander, and OOD may be members of the boat crew at stations with a minimal SAR workload.

Many stations are not required to maintain a communications watch (i.e., stations (small) and stations that are collocated with a Group or Activity).

In this Section

The following topics are discussed:

Topic	See Page
Duty Section Requirements and Certifications	A-26
Personnel and Their Duties	A-27



Duty Section Requirements and Certifications

Requirements

Most stations require:

- ❑ Boat crew personnel (e.g., coxswain/surfman, boat engineer, and boat crew member(s)) for the number of boats required to be maintained in a Bravo-Zero (B-0) status.
- ❑ A communications watchstander to facilitate communications with the station's boats and provide shoreside coordination in support of all assigned missions.
- ❑ An Officer-of-the Day (OOD) to manage duty section operations, administration (including the daily routine), and security as the CO/OIC's direct representative.

Certifications

Station duty section certifications shall be titled as specified below. The duties pertaining to each watch shall be as specified in this Manual and station instructions, as appropriate.

- ❑ Officer-of-the Day (OOD)
- ❑ Communications Watchstander
- ❑ Duty Boat Crew(s)/Boarding Team(s)
 - ⇒ Surfman/Coxswain
 - ⇒ Boat Engineer
 - ⇒ Boat Crew member(s)
 - Boarding Officer
 - Boarding Team Member

The number of personnel assigned to the duty section should be the minimum required to provide the requisite boat response capability.



Personnel and Their Duties

Officer-of-the Day

The OOD is a designated watch position. OODs provide operations planning or execution oversight for SAR and other missions for the station CO/OIC.

- ❑ OODs are not normally required at low operational tempo stations. Stations with seasonal variations in operational tempo should not maintain an OOD watchstanding position during activity periods.
 - ❑ Stations with two or more **response** missions after normal working hours on two or more days a week may require an OOD.
-

Duties and Responsibilities

OODs shall be responsible for station operations, administrative requirements associated with station operations, and the physical security of the station as the CO/OIC's designated representative.

The OOD, with the authority as delegated by the station CO/OIC, shall:

- ❑ Interact with the media and local community after normal working hours.
- ❑ Plan and manage the execution of station operations.
- ❑ Direct the duty section's daily routine:
 - ⇒ Facility emergency plans (e.g., fire, bomb threats)
 - ⇒ Station security
 - ⇒ Housekeeping and routine maintenance
 - ⇒ Operations related administration (e.g., messages and reports)

Specific duties of the OOD shall be defined in station instructions. The authorities delegated to OODs shall be designated in writing.

Communications Watchstander

Communications watch requirements for individual stations are based on the communications system capabilities within each station's AOR.

Stations can be required to maintain a continuous communications watch to:

- ❑ Provide National Distress System (NDS) coverage in an area that would otherwise be uncovered.
 - ❑ Assist the Group (or Activity) during periods of increased boating activity or at other times when they are unable to maintain an effective communications watch without assistance from outlying stations.
-

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Personnel and Their Duties (continued)

Duties and Responsibilities

The communications watchstander's primary duties are to monitor the designated distress frequencies (as an element of the National Distress System), and maintain the communications guard for Coast Guard resources within the designated operating area as an element of the Group (or Activity) command, control, and communications system.

Communications watchstanders should not normally be assigned duties or responsibilities, which might interfere with their ability to maintain the communications guard.

Duty Boat Crew

Stations shall maintain response boat crews in accordance with boat readiness requirements and all other appropriate guidelines set forth by the cognizant District Commander.

Response Boat Crewing Requirements

The table below shows the minimum crew size requirements for station boats.

Additional crew above the minimum listed below will be required in many instances depending upon the specific mission.

To support multi-mission operations at least one member of the crew should be boarding officer certified and another member of the crew boarding team certified:

	NSB < 30'	41' UTB	44' MLB	47' MLB
Repositioning ¹	1 coxswain 1 linehandler	1 coxswain 1 linehandler	1 coxswain 1 linehandler	1 coxswain 1 linehandler
Operation ²	1 coxswain 1 crew	1 coxswain 1 boat engineer 1 crew	1 coxswain 1 boat engineer 1 crew	1 coxswain 1 boat engineer 2 crew
Surf Operations or Training	1 surfman 1 crew		1 surfman 1 boat engineer 1 crew	1 surfman 1 boat engineer 2 crew
Law Enforcement ³	1 coxswain 2 crew	1 coxswain 1 boat engineer 2 crew	1 coxswain 1 boat engineer 2 crew	1 coxswain 1 boat engineer 2 crew

NOTES:

1. Relocating the boat from one berth to another in the same docking area. Line handler may be on the dock vice onboard the boat.
2. Use of the vessel for SAR and other missions not specified elsewhere in this table. 3 person 41' UTB crews should conduct post-SAR boardings dockside whenever possible. When dockside boarding is not possible, a post-SAR boarding may be conducted while underway with the specific approval of the unit CO/OIC.
3. A qualified boarding officer is required to lead party aboard vessel boarded. Coxswain and one should remain aboard 41' UTB and 44' MLB to improve surveillance of boarded vessels.



Section G. Duty Section Rotation

Overview

Introduction

The CO/OIC's choice of station watchstanding/duty section rotation is one of the most critical choices any CO/OIC can make. The station's duty rotation will:

- ☐ Define the minimum requirement for Coast Guard boat response in the station's AOR.
- ☐ Be the primary workweek driver for the station.
- ☐ Defines the amount and nature of the time available for station training/work/mission requirements.

In this Section

The following topic is discussed:

Topic	See Page
Sample Duty Section Rotations	A-30



Sample Duty Section Rotations

The sample duty sections depicted below assume a sufficient number of certified watchstanders for each of the duty sections.

One-in-Four (1-in-4)

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty	1	2	3	4	1	2	3
Daywork	3, 4	1, 3, 4	1, 2, 4	1, 2, 3	2, 4		
OFF	2				3	1, 3, 4	1, 2, 4
Week Two							
	M	Tu	W	Th	F	Sa	Su
Duty	4	1	2	3	4	1	2
Daywork	2, 4	2, 3, 4	1, 3, 4	1, 2, 4	1, 3		
OFF	2				2	2, 3, 4	1, 3, 4
Week Three							
	M	Tu	W	Th	F	Sa	Su
Duty	3	4	1	2	3	4	1
Daywork	1, 2	1, 2, 3	2, 3, 4	1, 3, 4	2, 4		
OFF	1				1	1, 2, 3	2, 3, 4
Week Four							
	M	Tu	W	Th	F	Sa	Su
Duty	2	3	4	1	2	3	4
Daywork	1, 4	1, 2, 4	1, 2, 3	2, 3, 4	1, 3		
OFF	4				4	1, 2, 4	1, 2, 3

Advantages

The 1-in-4 duty rotation provides an average of 68 work hours (i.e., 42 duty hours and 26 daywork hours) and 100 hours of liberty each week.

- ☐ Minimizes potential that duty crews will exceed fatigue standards.
- ☐ Minimizes unproductive work time (i.e., for messing and berthing).
- ☐ Accommodates all-hands evolutions easily without recalling crew.
- ☐ Station personnel can accomplish training and maintenance tasks while they are in a non-duty status.
- ☐ The personal needs of the crew (e.g., to take care of family needs) can be easily accommodated during normal work hours.

Continued on next page



Sample Duty Section Rotations (continued)

(1-in-4) (continued)

The straight 1-in-4 duty rotation (i.e. no sliding weekends) does not allow for three-day weekends unless the member takes leave; duty standers can expect to have duty on at least two (of four) weekends every month.

Disadvantages

Sliding weekends can be used with a 1-in-4 duty rotation, but the potential for duty crews to exceed fatigue standards is significantly higher during what is for most stations the busiest time of the duty week.

One-in-Three (1-in-3)

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty	1	2	3	1	2	3	1
Daywork	3	1, 3	1, 2	2, 3	3		
OFF	2				1	1, 2	2, 3
Week Two							
	M	Tu	W	Th	F	Sa	Su
Duty	2	3	1	2	3	1	2
Daywork	1	1, 2	2, 3	1, 3	1		
OFF	3				2	2, 3	1, 3
Week Three							
	M	Tu	W	Th	F	Sa	Su
Duty	3	1	2	3	1	2	3
Daywork	2	2, 3	1, 3	1, 2	2		
OFF	1				3	1, 3	1, 2

Advantages

The 1-in-3 duty rotation provides for an average of 77 work hours (i.e., 56 duty hours and 21 daywork hours) and 91 hours of liberty each week.

- ❑ The potential for duty crews exceeding fatigue standards is minimized.
- ❑ Unproductive work time (i.e., for messing and berthing) is minimized.
- ❑ All-hands evolutions can be easily accommodated without recalling personnel.
- ❑ Station personnel can accomplish training and maintenance tasks while they are in a non-duty status.
- ❑ The personal needs of the crew (e.g., to take care of family needs) can be accommodated during normal work hours.

Continued on next page



Sample Duty Section Rotations (continued)

(1-in-3) (continued)

The straight 1-in-3 duty rotation (i.e. no sliding weekends) does not allow for three-day weekends unless the member takes leave; duty standers can expect to have duty on at least two (of three) weekends every month.

Disadvantages

Sliding weekends can be used with a 1-in-3 duty rotation, but the potential for duty crews to exceed fatigue standards is significantly higher during what is for most stations the busiest time of the duty week.

Modified One-in-Three (1-in-3)

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty	1	1	2	2	1	1	1
Daywork	3	3	3	3	3		
OFF	2	2	1	1	2	2, 3	2, 3
Week Two							
	M	Tu	W	Th	F	Sa	Su
Duty	3	3	1	1	3	3	3
Daywork	2	2	2	2	2		
OFF	1	1	3	3	1	1, 2	1, 2
Week Three							
	M	Tu	W	Th	F	Sa	Su
Duty	2	2	3	3	2	2	2
Daywork	1	1	1	1	1		
OFF	3	3	2	2	3	1, 3	1, 3

NOTE: Normally restricted to stations with low response mission workload because of the port/starboard duty rotation requirement.

Advantages

The Modified 1-in-3 duty rotation provides for an average of 69 work hours (i.e., 56 duty hours and 13 daywork hours) and 99 hours of liberty each week.

- ☐ Station crew who are in a non-duty status can accomplish non-response/scheduled missions, and training and maintenance tasks.
- ☐ The personal needs of the crew (e.g., to take care of family needs) can normally be accommodated during normal work hours.

Disadvantages

The Modified 1-in-3 duty rotation requires duty standers to maintain a port and starboard duty rotation creating significant potential for duty crews to exceed fatigue standards.

The “dayworking” duty section may be required to work on the weekend to fulfill non-response/scheduled missions (i.e., potential for working 2 of three weekends a month).

Continued on next page



Sample Duty Section Rotations (continued)

Port and Starboard (1-in-2)

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty	1	1	2	2	1	1	1
OFF	2	2	1	1	2	2	2
Week Two							
	M	Tu	W	Th	F	Sa	Su
Duty	2	2	1	1	2	2	2
OFF	1	1	2	2	1	1	1

NOTE: Normally restricted to stations with low response mission workload because of the port/starboard duty rotation requirement.

Advantages

The port and starboard duty rotation requires an average 84-hour work week (i.e., 84 duty hours) and 84 hours of liberty each week – which does not account for duty section relief/turnover or all-hands evolutions (e.g., training, inspections).

- ☐ Duty section personnel only work 7 out of every 14 days.
- ☐ Fewer duty standers required than other rotations.
- ☐ Fixed duty schedule (i.e. very difficult to require more than port and starboard).

Disadvantages

The port and starboard duty rotation requires an average 84-hour work week (i.e., 84 duty hours) and 84 hours of liberty each week – which does not account for duty section relief/turnover or all-hands evolutions (e.g., training, inspections).

- ☐ Duty section personnel are required to perform all operational missions, and training and maintenance tasks.
- ☐ The personal needs of the crew (e.g., to take care of family needs) can normally be accommodated during normal work hours.
- ☐ Significant non-duty work/training requirements.
- ☐ Duty crews are at significant risk of exceeding fatigue standards.

Continued on next page



Sample Duty Section Rotations (continued)

Reduced Readiness Port and Starboard (1-in-2)

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty					1	1	1
Daywork	1	1	1, 2	2	2		
OFF	2	2		1		2	2
Week Two							
	M	Tu	W	Th	F	Sa	Su
Duty					2	2	2
Daywork	2	2	1, 2	1	1		
OFF	1	1		2		1	1

NOTE: Normally restricted to stations with low response mission workload because of the port/starboard duty rotation requirement.

Advantages

Station personal work an average of 60 hours a week (i.e., 36 duty hours and 24 daywork hours) and 108 hours of liberty each week.

- ☐ Training and maintenance tasks can be accomplished while duty standers are in a non-duty status.
- ☐ Duty standers only required to work an average of 4 days/week.
- ☐ Fewer duty standers required than other rotations.
- ☐ Fixed duty schedule.
- ☐ The personal needs of the crew (e.g., to take care of family needs) can be accommodated during normal work hours.

Disadvantages

The Reduced Readiness 1-in-2 duty rotation only provides for B-0 boat response three days a week.

- ☐ Limited Bravo-Zero (B-0) response capability; requires SAR system support.
- ☐ High potential for operational tasking outside of scheduled work hours (during the work week).
- ☐ The personal needs of the crew (e.g., to take care of family needs) can normally be accommodated during normal work hours.
- ☐ Significant non-duty work/training requirements.
- ☐ Duty crews are at significant risk of exceeding fatigue standards.

Continued on next page



Sample Duty Section Rotations (continued)

Firefighter One-In-Three (1-in-3)

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty	1	2	3	1	2	3	1
OFF	2, 3	1, 3	1, 2	2, 3	1, 3	1, 2	2, 3
Week Two							
	M	Tu	W	Th	F	Sa	Su
Duty	2	3	1	2	3	1	2
OFF	1, 3	1, 2	2, 3	1, 3	1, 2	2, 3	1, 3
Week Three							
	M	Tu	W	Th	F	Sa	Su
Duty	3	1	2	3	1	2	3
OFF	1, 2	2, 3	1, 3	1, 2	2, 3	1, 3	1, 2

Advantages

The Firefighter 1-in-3 duty rotation provides for an average of 56 work hours (i.e., 56 duty hours) and 112 hours of liberty each week.

- ☐ Exceptional quality of life for all station personnel – duty standers only work 7 out of 21 days).
- ☐ All duty standers are “professional” duty standers (i.e., duty is all they do).
- ☐ The potential for duty crews exceeding fatigue standards is minimized.
- ☐ Non-duty standing personnel (i.e., maintenance and support personnel) can work a normal work week.

Disadvantages

The Firefighter 1-in-3 duty rotation requires more non-duty standing positions than more traditional duty rotations.

- ☐ The duty section must accomplish all training.
- ☐ Potential for operational tasking outside of scheduled work hours (unless non-response crews are available).
- ☐ All-hands evolutions not easily accommodated.



Appendix B

Station (small) Standard Operating Procedures

Overview

Introduction

Stations (small) are structured to conduct missions more economically than their parent stations and have a very limited organic logistic and administrative support capability.

Stations (small) operate as either pooled or non-pooled units, and report operationally and administratively to their parent stations.

Stations (small) shall limit their occupation of shore facilities, to the minimum necessary for safe operations and for a reasonably comfortable work-life environment.

In this Appendix

This appendix contains the following:

Topic	See Page
Station (small) Operations	B-2
Station (small) Duties and Responsibilities	B-6

References for this Appendix

Each section has its own reference, description and authority paragraphs.



Section A. Station (small) Operations

Overview

Introduction

Stations (small) are organized and located to meet limited mission requirements that may be seasonal or intermittent in demand.

These stations (small) are excellent opportunities for reserve and auxiliary participation and training while meeting operational requirements of the Coast Guard.

Special considerations are discussed in this section for their management.

In this Section

The following topics are discussed:

Topic	See Page
Mission Limitations	B-3
Mission Response Standards	B-4
Boat and Facility Maintenance	B-5



Mission Limitations

Limitations

Stations (small) are limited, resource constrained units that are designed to meet limited threats and mission requirements.

Operational commanders should structure tasking and support of these units accordingly.

Experience has shown that inattention to this can rapidly lead to over-tasking.

Self-Imposed Mission and Support Requirement Examples

Examples of requirements that are unit-imposed, but have no basis in Coast Guard policy include:

- ❑ Maintaining a 7x24 Bravo-Zero (B-0) response standard regardless of Search and Rescue (SAR) demand or station (small) resources (ex: adversely effecting parent station readiness by sending additional crews to a station (small) to keep a B-0 readiness level).
- ❑ Staffing Auxiliary Operated stations with active duty boat crews in order to maintain B-0.
- ❑ Requiring B-0 response standard postures to support scheduled missions such as Aids to Navigation (ATON), Liquid Natural Gas (LNG) escorts, Loran Station (LORSTA) logistics, routine Enforcement of Laws and Treaties (ELT)/Recreational Boating Safety (RBS), etc.
- ❑ Staffing duty sections in excess of requirements (Officer-of-the-Day (OOD), radio watch where the Group/Activities has adequate coverage, security watch, etc.).
- ❑ Requiring routine harbor pollution patrols.
- ❑ Setting arbitrary activity requirements (number of hours per day at unit, number of hours underway per day, number of boardings per boat crew).
- ❑ Conducting activities on inland lakes (minus Great Lakes) and rivers.
- ❑ Using a standard boat when an easier to operate and maintain non-standard boat meets mission requirements.
- ❑ Refusing to close down buildings or portions of buildings so as to maintain "flexibility."



Mission Response Standards

Readiness Response Standards

Stations (small) have mission readiness response standards based upon: Commandant standards; appropriate key local factors such as Search and Rescue (SAR), Enforcement of Laws and Treaties (ELT), Marine Environmental Response (MER), and Recreational Boating Safety (RBS) mission demand; local environmental factors; and the availability of other Coast Guard forces in their locality.

Additionally the SAR readiness response standard reflects the following:

- ❑ Units adjacent to or nearby to stations (small) can be the primary means to provide a SAR response capability within a Group's or Activity's area of responsibility (AOR).
 - ❑ Not all stations (small) need to meet a full "7x24x365" Bravo-Zero SAR readiness response posture.
 - ❑ The Commandant's standard of a 68-hour workweek for duty standers at alert shore units.
-

Procedures for Modifying Station (small) Alert Postures

District Commanders shall develop and maintain a comprehensive, up-to-date mission plan for their district. The plan should include existing alert postures and proposed modifications.

Special attention should be paid to proposed alert posture modifications.

- ❑ Close coordination with Commandant (G-O) and (G-I) is required to ensure prompt documentation of resource issues and coordinated public/congressional notifications.
 - ❑ Public policy implications for feasibility of modifications must be assessed with Commandant (G-I) and submitted as part of this mission plan.
 - ❑ District Commanders shall forward alert posture modification plans to Commandant (G-O) via Area Commanders for approval.
 - ❑ Area Commanders are requested to forward District plans as they are received and not combine them into a single Area product to ease outreach efforts and expedite the Headquarters' approval process.
-



Boat and Facility Maintenance

Maintenance

Stations (small) shall limit their boat and facility maintenance to normal housekeeping and minor repairs.

Parent stations shall manage the budgets and inventories for their stations (small), and minimize any financial procurement, administrative, and reporting responsibilities for these units



Section B. Station (small) Duties and Responsibilities

Overview

Introduction

All District Commanders, Group/Activities Commanders, Commanding Officers, and Officers-in-Charge shall:

- ☐ Not impose operational or other requirements that conflict with the policies herein.
- ☐ Schedule work and readiness in response to peak demand/ maritime activity in the AOR.
- ☐ Set a goal of a 68-hour maximum workweek (including duty).
- ☐ Not impose self-generated requirements that conflict with the policy herein or in higher existing Commandant directives.

In this Section

The following topics are discussed:

Topic	See Page
District Commanders, Group and Activity Commanders	B-7
Parent Station CO/OICs	B-9
Parent Station CO/OICs with a Pooled Station (small)	B-11
Non-Pooled Station (small) OICs	B-12



District Commanders, Group and Activity Commanders

District Commander's Responsibilities

- ❑ Designate stations (small) as either pooled or non-pooled.
- ❑ Determine an appropriate mission employment for each station (small) subject to the policies contained herein and without exceeding Commandant standards.
- ❑ Develop and submit a comprehensive mission plan for their District (Station (small) Concept of Operations). Readiness postures for stations (small) shall be based upon:
 - ⇒ Operational requirements including, but not limited to, SAR demand, SAR system capabilities, and other Coast Guard missions and associated system capabilities.
 - ⇒ Local requirements including, but not limited to, operating area demographics, proximity to the parent station, and prevailing weather and marine conditions.
 - ⇒ Workload factors including, but not limited, to the additional workload required to achieve and maintain certification on multiple boat types, and unproductive transit time to and from the duty location.
- ❑ Review policies and procedures at stations (small) to determine what activities and requirements are self-imposed and not required.
- ❑ Provide to Commandant (G-OCS):
 - ⇒ The selected operating structure (i.e., pooled or non-pooled), designated parent unit, and readiness posture for all assigned stations (small).
 - ⇒ A list of the operational planning factors used to determine the current level of effort for Coast Guard missions other than SAR at stations (e.g., number of recreational boats, number of commercial fishing vessels, etc.).

Continued on next page



District Commanders, Group and Activity Commanders (continued)

68-Hour Work Week Waivers

District Commanders are authorized to waive, by message, the standard 68-hour average work week goal for stations (small) to a one-in-three or port-and-starboard duty rotation.

- ❑ The Area Commander and Commandant (G-O/G-OC/G-OCS) should be included as info addressees on the waiver authorization message.
 - ❑ The waiver shall state the reason for not being able to maintain the 68-hour workweek standard. Waivers shall only be valid for a maximum of one year and must be reissued on each anniversary as necessary.
-

Communications Guard Waivers

For those locations where stations (small) must maintain a radio guard to cover gaps in national distress system (NDS) radio coverage, the District Commander shall:

- ❑ Issue a waiver by message authorizing the station (small) to maintain such a guard, specifying the times of watch and frequencies.
 - ❑ Place the Area Commander and Commandant (G-O/G-OP/G-OC/G-OCS/G-OPR) as info addressees on waiver authorization message.
-

Group and Activity Commanders

Group and Activity Commanders shall:

- ❑ Authorize off-station (beeper) watches for stations (small), as appropriate.
 - ❑ Maintain communications guards in accordance with current directives. Stations (small) are not staffed to, and shall not maintain, a communications guard without a waiver.
 - ❑ Authorize stations (small), consistent with system capabilities, to forward telephones to the parent station after hours and at any other time assigned personnel are unavailable (e.g., underway in support of Coast Guard operations).
-



Parent Station CO/OICs

Parent Station Responsibilities

- ❑ Ensure Coast Guard SAR standards are met utilizing assigned boat(s) and crews, or other components of the SAR system (auxiliary facilities, adjacent stations, air units, local government forces, etc.).
 - ❑ Maintain communications guards in accordance with current directives. Stations (small) are not staffed to, and shall not maintain, a communications guard without a waiver.
 - ❑ Augment, as appropriate, station (small) duty crews with fully qualified Auxiliary/Reserve members in accordance with applicable directives and regulations.
 - ❑ Guard against self-imposed training requirements (e.g., qualifying on boats not assigned to the unit, in multiple AORs, etc.) that overburden crews and add little practical value to conduct of daily operations. (Note: stations (small) do present ideal opportunities to train and qualify personnel in required skills.)
 - ❑ Ensure a safe, positive working environment is maintained for all assigned personnel, including those assigned to subordinate units.
 - ❑ Manage and coordinate administrative responsibilities in the most efficient and effective manner possible subject to the following recommendations:
-

Financial Management Responsibilities

A parent station's financial management responsibilities for their stations (small) should include:

- | | |
|-------------------------------|---------------------|
| ❑ LUFS ledger updates | weekly |
| ❑ IMPAC verification report | monthly |
| ❑ STAR automated requisitions | as required |
| ❑ Procurement requests | as required |
| ❑ Mail usage | annual |
| ❑ UPH usage | annual |
| ❑ Property reports | annual, as required |
| ❑ Property surveys | as required |
-

Continued on next page



Parent Station CO/OICs (continued)

Personnel Administration Responsibilities

A parent station's personnel administration responsibilities for their stations (small) should include:

- | | |
|--|-------------|
| <input type="checkbox"/> Mutual Assistance | quarterly |
| <input type="checkbox"/> Enlisted evaluations (EPES) | semi-annual |
| <input type="checkbox"/> Non-rate report | monthly |
| <input type="checkbox"/> CFC | annual |
| <input type="checkbox"/> CG Mutual Assistance | annual |
| <input type="checkbox"/> Civil Rights reports | annual |
| <input type="checkbox"/> Human Relations reports | annual |
| <input type="checkbox"/> Reenlistment interviews | as required |
| <input type="checkbox"/> CDAR follow-up & aftercare | as required |
| <input type="checkbox"/> Unit physical security | as required |
| <input type="checkbox"/> PI/MI inspection follow-up | as required |
| <input type="checkbox"/> UCMJ proceedings | as required |
| <input type="checkbox"/> Initial work for DONCAF | as required |
| <input type="checkbox"/> EOCT inventory management | as required |
| <input type="checkbox"/> Use of Force Report | as required |

Operations and Engineering Management Responsibilities

A parent station's operations and engineering responsibilities for their stations (small) should include:

- | | |
|---|--------------------------|
| <input type="checkbox"/> GSA vehicle report | monthly |
| <input type="checkbox"/> Safety board proceedings | quarterly |
| <input type="checkbox"/> PMS for boats/facility | quarterly |
| <input type="checkbox"/> Surfman Reports | quarterly |
| <input type="checkbox"/> Inventory management | quarterly, as required |
| <input type="checkbox"/> DEMPS | semi-annual |
| <input type="checkbox"/> Small arms training | semi-annual, as required |
| <input type="checkbox"/> Weight handling | semi-annual |
| <input type="checkbox"/> SSMR submittal/tracking | annual |
| <input type="checkbox"/> Boat inspection | annual |
| <input type="checkbox"/> HAZMAT p2s2 mgmt/reporting | annual |
| <input type="checkbox"/> Pest control | annual |
| <input type="checkbox"/> Weapons verification | annual |
| <input type="checkbox"/> CSMP submittal/tracking | as required |
| <input type="checkbox"/> Mishap reports/investigation | as required |
| <input type="checkbox"/> ATR | as required |
| <input type="checkbox"/> Ice reports | as required |
| <input type="checkbox"/> Ready for operations preps | semi-annual |
| <input type="checkbox"/> Training reports | as required |
| <input type="checkbox"/> Inspection follow-up | as required |
| <input type="checkbox"/> CASREPs/CASCORs | as required |
| <input type="checkbox"/> Boatalts | as required |
| <input type="checkbox"/> PA outreach report | monthly, as required |



Parent Station CO/OICs with a Pooled Station (small)

CO/OIC

Parent station Commanding Officers/Officers-In-Charge with pooled stations (small) assigned shall:

- ☐ Ensure Coast Guard SAR standards are met utilizing assigned boat(s) and crews, or other components of the SAR system (auxiliary facilities, adjacent stations, air units, local government forces, etc.).
- ☐ Maintain the response standard as specified by the governing District Operations Order (OPORDER).
- ☐ Ensure a qualified boat crew can get underway to meet District readiness requirements.
- ☐ Designate the senior (coxswain qualified) BM assigned for duty to the physical location of the station (small) as supervisor for the watch section.
- ☐ Ensure all required training is performed as directed by all applicable directives.
- ☐ Confer all operational qualifications, including coxswain, boat engineer, crew member, boarding officer, boarding team member qualifications IAW all current directives and regulations. Maintain all qualifications, certifications and re-certification requirements IAW existing policies.
- ☐ Maintain all qualifications, certifications and re-certification requirements IAW existing policies.
- ☐ Ensure operations information system entries and updates are completed IAW current directives (i.e., Abstract of Operations (AOPS), Search and Rescue Mission Information System (SARMIS), and Law Enforcement Information System II (LEISII) reports). Use appropriate unit identifiers (e.g., Unique Identifiers for SARMIS, dummy OPFACs for AOPS) when creating or updating stations (small) data entries.

Management Responsibilities

Parent stations with pooled stations (small) reporting requirements and responsibilities should include the following:

- | | |
|--|------------------------|
| <input type="checkbox"/> SARMIS (w/ special study codes) | as required |
| <input type="checkbox"/> SABR (LEIS II) | as required |
| <input type="checkbox"/> AOPS reports | quarterly, as required |
| <input type="checkbox"/> Unit training records | ongoing |
| <input type="checkbox"/> Physical security | ongoing |
| <input type="checkbox"/> Operational training | ongoing |
| <input type="checkbox"/> Boat maintenance | ongoing |
| <input type="checkbox"/> Facility maintenance | ongoing |
| <input type="checkbox"/> Public affairs/community outreach | ongoing |
| <input type="checkbox"/> Interagency liaison | ongoing |



Non-Pooled Station (small) OICs

OIC Responsibilities

Non-pooled station (small) Officers-In-Charge shall:

- ❑ Ensure Coast Guard SAR standards are met utilizing assigned boat(s) and crews, or other components of the SAR system (auxiliary facilities, adjacent stations, air units, local government forces, etc.).
- ❑ Maintain the response standard posture as specified by the governing District OPORDER.
- ❑ Ensure a qualified boat crew can get underway to meet District Standard Operation Procedures (SOP) readiness requirements.
- ❑ Stations (small) shall not maintain a communications guard without a waiver.
- ❑ Consistent with system capabilities, forward telephones to the parent station after hours and at any other time assigned personnel are unavailable (e.g., underway in support of Coast Guard operations).
- ❑ Confer all operational qualifications, including coxswain, boat engineer, crew member, boarding officer, boarding team member qualifications IAW all current directives and regulations.
- ❑ Maintain qualification, certification and re-certification requirements in accordance with existing policies.
- ❑ Limit training to the absolute minimum that is essentially required for safe and professional operations.
 - ⇒ Conduct routine operational multi-mission training (e.g., boat crew, boat engineer, coxswain, boarding team member, boarding officer) consistent with, and in addition to that provided by the parent station.
 - ⇒ Ensure all required training is performed as directed by all applicable directives.
 - ⇒ At all times be fully cognizant as to the status of assigned members' personal qualifications, and career intentions so as to facilitate on-site training and education opportunities.
- ❑ Ensure a safe, positive working environment is maintained for all assigned personnel.
- ❑ Ensure operations information system entries and updates are completed in accordance with current directives (i.e., AOPS, SARMIS, and SABR reports). Use appropriate Unique Unit Identifiers when creating or updating stations (small) data entries.

Continued on next page

**Non-Pooled Station (small) OICs (continued)*****Management
Responsibilities***

Pooled station (small) responsibilities/reporting requirements should include the following:

- | | |
|--|------------------------|
| <input type="checkbox"/> SARMIS (w/ Unique Unit Identifiers) | as required |
| <input type="checkbox"/> SABR (LEIS II) | as required |
| <input type="checkbox"/> AOPS reports | quarterly, as required |
| <input type="checkbox"/> Unit training records | ongoing |
| <input type="checkbox"/> Physical security | ongoing |
| <input type="checkbox"/> Operational training | ongoing |
| <input type="checkbox"/> Housekeeping & minor repairs: | |
| ⇒ For assigned boats | ongoing |
| ⇒ Facilities | ongoing |
| <input type="checkbox"/> Limited community outreach | ongoing |
| <input type="checkbox"/> Interagency liaison | ongoing |
-



Abbreviations and Acronyms

7x24x365	7 days a week, 24 hours a day, 365 days a year
AEPO	Assistant Engineering Petty Officer
AFFF	Aqueous Film Forming Foam
ANT	Aids to Navigation Team
AOPS	Abstract of Operations
AOR	Area of Responsibility
ATON	Aids To Navigation
AUXOP	Auxiliary Operated
BCEB	Boat Crew Examination Board
BO/BTM	Boarding Officer/Boarding Team Member
CAC	Crisis Action Center
CASREP	Casualty Report
CGPC	Coast Guard Personnel Command
CM	Course Manager
CO	Commanding Officer
COMDTINST	Commandant Instruction
COTP	Captain of the Port
CSMP	Current Ships Maintenance Project
DO	Defense Operations
DOD	Department of Defense
DOT	Department of Transportation
ELT	Enforcement of Laws and Treaties
EMS	Emergency Medical Services
EPA	Environmental Protection Agency
EPO	Engineering Petty Officer
EPIRB	Emergency Position Indicating Radio Beacon
ESA	Endangered Species Act
EXCOM	Extended Communications Search
FWS	U. S. Fish and Wildlife Service
GPS	Global Positioning System
GSA	General Services Administration
HAZWOPER	Hazardous Waste Operations and Emergency Response
ICAO	International Civil Aviation Organization
IMARV	Independent Maritime Response Vessel
IMO	International Maritime Organization
JQR	Job Qualification Requirement
LE	Law Enforcement
LEIS	Law Enforcement Information System
LEQB	Law Enforcement Qualification Board
LNG	Liquefied Natural Gas
LORSTA	Loran Station
MDV	Marine Dealer Visit
MDZ	Maritime Defense Zone
MEDEVAC	Medical Evacuation
MEP	Marine Environmental Protection
MER	Marine Environmental Response



Abbreviations and Acronyms (continued)

MLB	Motor Life Boat
MLC	Maintenance and Logistics Command
MLE	Maritime Law Enforcement
MMPA	Marine Mammal Protection Act
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRC	Maintenance Requirement Card
MS	Marine Safety
MSO	Marine Safety Office
MSS	Marine Safety and Security
MTL	Master Training List
MWR	Morale, Welfare, and Recreation
NDS	National Distress System
NM	Nautical Mile
NMFS	National Marine Fisheries Service
NSB	Non-Standard Boat
OIC	Officer-in-Charge
OJT	On-the-Job Training
OMMP	Occupational Medical Monitoring Program
OOD	Officer-of-the-Day
OPCEN	Operations Center
OPFAC	Operating Facility
OPLAN	Operation Plan
OPORDER	Operations Order
OPS	Operations
OPSEC	Operations Security
ORM	Operational Risk Management
OSB	Operations Standards Board
OSC	On-Scene Commander
PA	Public Affairs
PAL	Personnel Allowance List
PCO	Prospective Commanding Officer
PCS	Permanent Change of Station
PERSRU	Personnel Reporting Unit
PFD	Personal Flotation Device
PMIS	Personnel Management Information System
PMS	Periodic Maintenance System
POPFAC	Parent Operating Facility
PPE	Personal Protective Equipment
PQS	Personal Qualifications Standard
PRECOM	Preliminary Communications Search
PS	Port Security
QED	Qualification Examining Board
RBS	Recreational Boating Safety
RFO	Ready for Operations
RHIB	Rigid Hull Inflatable Boat
RPM	Readiness Planning Manual



Abbreviations and Acronyms (continued)

SABR	Sighting and Boarding Report
SAR	Search and Rescue
SARMIS	Search and Rescue Management Information System
SC	SAR Coordinator
SMC	SAR Mission Coordinator
SOP	Standard Operating Procedures
SRA	Short Range Aids to Navigation
SRU	Search And Rescue Unit
STANTEAM	Standardization Team
STTR	Short Term Resident Training Request
TCT	Team Coordination Training
TED	Turtle Excluder Device
THREATCON	Threat Condition
TMT	Training Management Tool
TQC	Training Quota Management Center
UCMJ	Uniform Code of Military Justice
USC	United States Code
UTB	Utility Boat
VHF	Very High Frequency
VHF-FM	Very High Frequency-Frequency Modulation
VSC	Vessel Safety Check
XO	Executive Officer
XPO	Executive Petty Officer



GLOSSARY

Aids to Navigation	Lighthouses, lights, buoys, sound signals, Radar Beacon (RACON), radio beacons, electronic aids, and other markers on land or sea established to help navigators determine position or safe course, dangers, or obstructions to navigation.
Alert Phase	An emergency phase is assigned when apprehension exists for the safety of a craft or person because of information that serious difficulties may exist which do not amount to a distress, or because of continued lack of information concerning progress or position.
Authority	The power to take actions or approve actions of others.
Beacon	Any fixed aid to navigation placed ashore or on marine sites.
Beacon Alarm	Alert determined to result from an EPIRB signal.
Boat Crew Examination Board (BCEB)	A group of certified boat crew members, consisting of experienced boat coxswains, engineers, and surfmen, selected by the unit commander and organized to examine and evaluate boat crew candidates. BCEB is designated in writing.
Bravo-Zero response	The readiness of a station's crew and boats that allow it to respond to emergency missions within 30 minutes of notification or sooner.
Buoy	A floating aid to navigation anchored to the bottom that conveys information to navigators by their shape or color, by their visible or audible signals, or both.
Captain of the Port (COTP)	Operational Coast Guard command which monitors vessel entries, exits and inspections within their area of control.
Certified/Certification	The CO/OIC's verification of a qualified member's professional expertise authorizing that member to perform in the capacity the certification specifies.
Characteristic	The audible, visual, or electronic signal displayed by an aid to navigation to assist in the identification of an aid to navigation. Characteristic refers to lights, sound signals, racons, radio beacons, and daybeacons.
Chart	A map generally showing depths of water, aids to navigation, dangers, and adjacent land features useful to mariners
Coast Guard-approved	Label denoting compliance with Coast Guard specifications and regulations relating to performance, construction, and materials.
Coastal Zone	Coastal waters and the adjacent shore lands (including islands, transitional and inter-tidal areas, salt marshes, wetlands, and beaches) which are covered under the Coastal Zone Management Act (CZMA)

**GLOSSARY (continued)**

Confined space	<p>A space with one or more of the following characteristics:</p> <ul style="list-style-type: none"> ❑ Toxic or flammable gases and fumes or vapors are, or may be present. ❑ Oxygen is, or may be below 19.5% or above 21%. ❑ Entry or egress is limited.
Contingency Preparedness Support Program	A program designed to ensure currency and adequacy of planning for use of Coast Guard forces and resources in peacetime emergencies, contingency support, and wartime operations. This includes but is not limited to Maritime Defense Zone planning; regional and excursion planning; logistics and manpower support planning; exercises and war games; readiness coordination; and readiness evaluation.
Coxswain	Person in charge of a boat, pronounced “COX-un.”
Craft	Any air or sea-surface vehicle, or submersible of any kind or size.
Currently Certified	A certified duty stander who has satisfactorily completed the annual currency maintenance requirements in order to retain certification.
Currency Maintenance	Minimum proficiency requirements for maintaining certification.
Cyolume light stick	Plastic tube filled with a liquid chemical and a glass vial that when activated, produces a glowing light.
Damage control	Measures necessary to preserve and reestablish shipboard watertight integrity, stability, and maneuverability; to control list and trim; to make rapid repairs of material. Inspection of damage caused by fire, flooding, and/or collision and the subsequent control and corrective measures.
Datum Marker Buoy (DMB)	Droppable floating beacon used to determine actual sea current, or to serve as a location reference.
Defense Operations (DO)	An operating program designed to provide the Coast Guard with the combat capability necessary to function effectively as an armed naval force, trained and immediately responsive, to perform missions in support of national defense, contingency operations, and service peacetime needs.
De-watering	The act of removing water from inside compartments of a vessel. Water located high in the vessel, or sufficiently off-center should be removed first to restore the vessel’s stability. Used to prevent sinking, capsizing or listing.
Distress Phase	As used in the Coast Guard, when a craft or person is threatened by grave or imminent danger requiring immediate response to the distress scene.
Distress frequencies	Radio frequencies assigned for distress communications.
Dry suit	A coverall-type garment made of waterproof material having a rubber or neoprene seal around the neck and wrist cuffs. Allows the wearer to work in the water, or in a marine environment without getting wet, so as to retain body heat.

**GLOSSARY (continued)**

Ecosystem	An interconnected community of living organisms, including humans, and the environment within which they interact. Ecosystems are not bound by property boundaries or political boundaries such as county or state lines.
Emergency Phase	Any of the phases into which SAR incidents and subsequent SAR missions are classified. See Uncertainty Phase, Alert Phase, and Distress Phase.
Emergency Position-Indicating Radio Beacon (EPIRB)	A device usually carried aboard a marine craft, which transmits a signal that alerts search and rescue authorities and enables rescue units to locate the scene of the distress.
Endangered Species	Any species that is in danger of extinction throughout all or a significant portion of its range (other than a species of the Class Insect determined to constitute a pest). Federally-listed endangered species are officially designated by the Department of the Interior.
Enforcement of Laws and Treaties (ELT)	A program designed to enforce all Federal laws in the marine environment, except those specifically assigned to other Coast Guard programs. In recent years ELT operations have focused on laws relating to immigration, fisheries and drug interdiction.
Exotics	Any species not naturally occurring, either presently or historically, in any ecosystem of the United States
Extended Communications Search (EXCOM)	Comprehensive communications search to find information or clues about the location of missing persons. Normally conducted after a PRECOM has yielded no results, or when the mission is upgraded to the Alert phase.
Extinct	No longer in existence.
Fatigue	Physical or mental weariness due to exertion, exhausting effort or activity. Weakness in material, as metal, wood, resulting from prolonged stress.
Global Positioning System (GPS)	A satellite-based radio navigation system that will provide precise, continuous, worldwide, all-weather three-dimensional navigation for land, sea and air applications.
Good Samaritan	Any person who volunteers to assist others in time of need or distress.
Guidance	Documents which are prepared to assist USCG personnel in implementing USCG policies.
Hazardous Substance (HS)	As defined by the Clean Water Act and the Comprehensive Environmental Response, Cleanup and Liability Act, chemicals that are harmful to aquatic life or the environment and are regulated, if spilled or otherwise released to the environment.
Hypothermia	A lowering of the body temperature due to exposure to cold water or air; resulting in a subnormal body temperature that can be dangerous or fatal. The word literally means “under heated.”

**GLOSSARY (continued)**

Job Qualification Requirements (JQR)	Locally developed Personnel Qualification Standards (PQS)-type guides prepared and administered for duty standing positions for which there is no prescribed Coast Guard personal qualification standard (e.g., OOD).
Lifering (ring buoy)	Buoyant device, usually fitted with a light & smoke marker, for throwing to a person in the water.
Light	The signal emitted by a lighted aid to navigation. The illuminating apparatus used to emit the light signal. A lighted aid to navigation on a fixed structure.
Logbook	Any chronological record of events, as an engineering watch log.
Maritime	Located on or close to the sea; of or concerned with shipping or navigation.
Marine Assistance Request Broadcast (MARB)	A relay request for assistance made by Coast Guard units for vessels needing non-emergency assistance.
Material Safety Data Sheet (MSDS)	The OSHA Standard requires manufacturers and suppliers to prepare MSDSs that convey various physical data and safety information about the products or chemicals they market.
MAYDAY	Spoken international distress signal, repeated three times. Derived from the French <i>M'aider</i> (help me).
Medical Evacuation (MEDEVAC)	Evacuation of a person for medical reasons.
Memorandum of Agreement (MOA)	The documentation of mutually agreed to statements of facts, intentions, procedures, and parameters for future actions and matters of coordination.
Memorandum of Understanding (MOU)	A documentation of mutually agreed parameters within which inter-service, interdepartmental/agency or intra-service support agreements will be developed.
Mobilization	The act of ordering reservists to active duty in the event of a war, or national emergency, or when otherwise directed by the President. (10 U.S.C. 263, 276, and 14 U.S.C. 712)
Motor lifeboat (MLB)	Coast Guard boat designed to perform SAR missions, including surf and bar operations, in adverse weather and sea conditions. They are self-righting and self-bailing.
Nautical mile (NM)	2000 yards; Length of one minute of arc of the great circle of the earth; 6,076 feet compared to 5,280 feet per a statute (land) mile.
Non-pooled station	A station (small) with permanently assigned personnel. These units are assigned an Operating Facility (OPFAC) number, unit boat allowance and Officer-In-Charge (OIC).
Officer-of-the Day (OOD)	A person in temporary charge of the routine operations of a station as the direct representative of the CO/OIC.



GLOSSARY (continued)

Oil Pollution Act of 1990	This act redefines the requirements of the National Contingency Plan to include fish and wildlife response plans for the immediate and effective protection, rescue and rehabilitation, and minimization of damage and risk to fish and wildlife resources and their habitats.
On-Scene Commander (OSC)	A person designated to coordinate search and rescue operations within a specified area associated with a distress incident.
On-the-Job Training (OJT)	Training at a Coast Guard unit involving actual performance of tasks.
Operational Commander	The organizational entity with "full operational authority" over the station. For all stations except those in D17, this is ordinarily a Group, Section, or Activity Commander. For D17 stations, this is the District Commander.
Operational Control (OPCON)	The authority delegated to a commander to direct forces assigned so that the commander may accomplish specific missions or tasks that are usually limited by function, time, or location; to deploy units concerned, and to retain or assign tactical control of these units. It does not include authority to assign separate employment of components of the units concerned. Neither does it, of itself, include administrative or logistic control.
Operations Center (OPCEN)	Multi-mission Coast Guard Centers that may function as Rescue Coordination Centers.
Parent Station	A station with one or more subordinate stations (small). Its command cadre allowance may be different from that of a station to account for the increased responsibility associated with the assignment of subordinate stations (small).
Personal Flotation Device (PFD)	A general name for various types of devices designed to keep a person afloat in water (e.g., life preserver, vest, cushion, ring, and other throwable items).
Personal Qualification Standards (PQS)	A compilation of the minimum knowledge and skills that an individual must demonstrate in order to prepare to stand watches or perform other specific routine duties.
Personal Marker Light (PML)	Device that uses either a battery or chemical action to provide light for the wearer to be seen during darkness.
Policy	Direction by the Commandant or other senior official to constrain and guide the accomplishment of a planned objective within a specific time-frame.
Pooled Station (small)	A pooled station (small) appears in the OPFAC manual, but will not have an assigned number, unit boat allowance, personnel, or OIC. It is essentially a remote operating location. The parent station for this pooled station (small) has additional personnel to operate a boat from the physical location of the station (small).

**GLOSSARY (continued)**

Port Safety and Security (PSS)	A program intended to protect the safety and security of ports, waterways and the marine environment, by developing and enforcing policy and standards for waterfront facilities, marine structures, and cargo operations.
Preliminary Communications Search (PRECOM)	Initial limited communication check, normally directed by the SMC during the Uncertainty phase, of areas where the missing person or craft might be located.
Pyrotechnics	Ammunition, flares, or fireworks used for signaling, illuminating, or marking targets.
Qualified/Qualification	Members who satisfy knowledge and skill prerequisites (i.e., Personal Qualification Standards (PQS) or Job Qualification Requirement (JQR) tasks, practical evaluation, and qualification examining board) to stand watches or perform other specific duties.
Qualifiers	Members designated by the command to assess trainee PQS/JQR task accomplishment.
Radio watch	Person assigned to monitor radio communication traffic; responsible for routine radio communication and log keeping, as well as properly handling responses to emergency radio communications.
Recreational Boating Safety (RBS)	A program designed to reduce the risk of loss of life, personal injury and property damage associated with the use of recreational boats. Provides boaters with maximum safe use of the nation's waterways.
Recertified/Recertification	The CO/OIC's authorization to perform in the capacity specified, granted to those whose prior certification has lapsed, following successful completion of position specific knowledge and skill requirements.
Regulations	Issued by government agencies to carry out the intent of the law, published in the Federal Register and subsequently arranged by subject in the Code of Federal Regulations
Rescue Unit (RU)	A unit composed of trained personnel and provided with equipment suitable for expeditious conduct of rescue operations.
SAR Coordinator (SC)	The agency or official responsible for the SAR organization and coordination of SAR operations in a given area or region.
SAR emergency phases	Refers to 3 phases of SAR levels and responses. These are: (1) Uncertainty (key word: "doubt"); (2) Alert (key word: "apprehension"); and (3) Distress (key words: "grave and imminent danger" and "immediate assistance").
SAR Facility	Any unit, command, device, or system used for SAR operations.
SAR Mission Coordinator (SMC)	The official assigned by the SAR Coordinator (SC) to coordinate and control a SAR mission.
SAR Mission	Any SAR situation involving dispatch of SAR resources.

**GLOSSARY (continued)**

Search And Rescue Unit (SRU)	A unit composed of trained personnel and provided with equipment suitable for the expeditious conduct of search and rescue operations.
Short Range Aids To Navigation	Aids to navigation limited in visibility to the mariner. (lighthouses, sector lights, ranges, buoys, daybeacons)
Signal Kit/MK-79	Used to signal aircraft and vessels. Each cartridge flare has a minimum duration of 4.5 seconds and reaches a height of 250' to 600.'
Situation Report (SITREP)	Reports to interested agencies to keep them informed of on-scene conditions and mission progress.
Smoke and Illumination Signal	Signal used to attract vessels and aircraft. It has a night end and a day end. The night end produces a red flame; the day end produces orange smoke.
Species	All of the organisms that are able to breed successfully, that share ties of common parentage, and who share a common pool of hereditary material.
Standard Operating Procedures (SOP)	Any set of protocols that outline the approved, standard method of carrying out a particular event.
Standardization Teams (STANTEAMS)	Formally composed teams of experienced operators whose mission it is to teach, examine and evaluate the principles of sound seamanship.
Station (small)	A minimally staffed and resource constrained unit that receives operational direction, command, and support from its parent station.
Station	A station with an OPFAC, command cadre, and permanently assigned duty personnel, boats, and equipment, which reports to a Group or Activity or Section command, or to Commander (D17).
Surf	Surf is determined to exist when <u>breaking seas</u> exceed 8 feet and/or when, in the judgment of the Commanding Officer/Officer-In-Charge, rough bar/surf conditions exist, and/or whenever there is doubt in the judgment of the coxswain as to the present conditions.
Survival kit	Kit designed to aid a person in the water to survive. Consists of a belt attached around the waist. A personal signal kit is also attached. Boat crews are provided with a vest containing the items found in the signal kit as prescribed in the CG Rescue and Survival Systems Manual.
Take	Defined by the ESA as an action to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect any threatened or endangered species, or to attempt to engage in any such conduct.
Threatened Species	Any species that is likely to become an endangered species within the foreseeable future throughout all or a significant portion of its range. Federally listed threatened species are officially designated by U.S. Department of Interior (DOI)
Uncertainty Phase	An emergency phase that is assigned when doubt exists about the safety of a craft or person because of knowledge of possible difficulties, or because of lack of information.



GLOSSARY (continued)

Utility Boat (UTB)

41' UTB, Coast Guard Utility boat is lightweight and possesses a deep “V” planing hull constructed of aluminum. It is fast, powerful, maneuverable and designed to operate in moderate weather and sea conditions. It normally carries a crew of three, a coxswain, boat engineer, and crew member.

Vessel

By U.S. statutes, includes every description of craft, ship or other contrivance used as a means of transportation on water. “Any vehicle in which man or goods are carried on water.”

Wet Suit

A tight-fitting rubber suit worn by a skin diver in order to retain body heat. Designed to protect wearer from exposure to cold, wind, and spray. Constructed of foam neoprene, a durable and elastic material with excellent flotation characteristics. These buoyancy characteristics, which affect your entire body, will cause you to float horizontally, either face up or face down.



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